

# **Work Force Restructuring Plan**

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Department of Energy  
Nevada Operations Office  
Las Vegas, Nevada

*Department of Energy, Nevada Operations Office*  
**Work Force Restructuring Plan**

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Department of Energy  
Nevada Operations Office

## Work Force Restructuring Plan

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### 1. Introduction

The National Defense Authorization Act for Fiscal Year 1993, section 3161, requires the Secretary of Energy to develop and deliver to Congress a plan for restructuring the work force for a defense nuclear facility whenever such a change is determined necessary. The Act also requires this plan be delivered to Congress within 90 days of the public announcement of expected layoffs.

In accordance with the Act, this plan describes restructuring and retraining efforts at the Nevada Operations (NV) facilities to meet future Department of Energy (DOE) missions. It also describes the consultation process DOE/NV has implemented to ensure that area stakeholders have an opportunity to participate in the work force restructuring planning, including the development of this plan. This current plan will cover the period April 26, 1993, to December 31, 1993, and will be updated as new information becomes available and as missions, programs, and the available funding change for the Nevada Operations Office.

» *Stakeholders are identified in Appendix A.*

#### 1.1 Hatfield Amendment

In 1992 President George Bush signed into effect the so-called Hatfield Amendment, which imposed a nine-month nuclear testing moratorium to be in effect until at least July 1, 1993. Another feature of the Hatfield Amendment is that testing after July 1, 1993, is possible only upon submission of a report by the President indicating, *inter alia*, the number and type of nuclear weapons tests to

**1. Introduction**

be conducted. The amendment would allow a maximum of five safety and reliability tests to be conducted each year until October 1, 1996, and would not permit new weapons development. After 1996 a test ban would be in place unless a foreign nation conducts a nuclear test after that date.

Subsequently, the President announced on July 3, 1993, an extension of the moratorium for a fifteen-month period ending on September 30, 1994, during which time diplomatic negotiations of a comprehensive test ban are expected to proceed. A "no first test" policy is now in place, which means the United States will not be the first to test a nuclear device.

The Nevada Test Site (NTS), located 65 miles northwest of Las Vegas, Nevada, is the nation's only facility for conducting underground nuclear weapons tests. The 1,350-square-mile site is bordered on three sides by the Nellis Air Force Bombing and Gunnery Range. No testing has been conducted at the NTS since October 2, 1992.

## **1.2 FY93 Budget Reduction**

The total budget for DOE Nevada Operations Office (DOE/NV) for Fiscal Year (FY) 1992 was \$912.3 million. The budget for FY93, which began October 1, was cut \$52.3 million, to \$860 million. The budget cut included reductions in contractor scope of work.

## **1.3 Results**

The Hatfield Amendment, FY93 budget reductions, and the reorganization of DOE will result in a reduction of personnel from the Management and Operating (M&O) contractors at the Nevada Test Site, support facilities in Las Vegas, and several other locations. Approximately 5,400 M&O contractor employees are employed at these locations. DOE/NV contemplates an aggregate loss of some 300 personnel from the M&O contractors work force during the balance of FY93. About 50 to 60 percent are expected to be bargaining unit workers. The balance will come from nonexempt (technical, administrative, and service) and exempt (administrative, scientific, and engineering) classifications.

The three Test Site contractors expected to be affected by the reductions are:

### **1.3.1 Reynolds Electrical & Engineering Co., Inc. (REECO)**

REECO has been the prime support M&O contractor to DOE/NV. The company is responsible for support construction, including large diameter drilling and tunneling, food services, housing, industrial safety, medical services, purchasing, warehousing, transportation, radiation monitoring services, and engineering design. REECO currently employs approximately 3,410 employees: 1,720 are nonbargaining employees (950 exempt - 779 nonexempt), and 1,690 are bargaining employees (craft) covered under 26 separate labor agreements, 14 construction, 10 maintenance and operations, 1 firefighter, and 1 culinary. REECO is a wholly-owned subsidiary of EG&G, Inc.

### **1.3.2 EG&G Energy Measurements, Inc. (EG&G/EM)**

EG&G/EM was organized in 1947 to provide electronic and instrumentation support, including high-speed photography, for the nuclear weapons development program. The company provides timing and firing services and scientific recording equipment for nuclear tests and performs mechanical engineering of vacuum systems, test canisters, and detector design and fabrication. EG&G/EM also provides scientific support in physics, mathematics, special photography, and data reduction for experiments. EG&G/EM also has major responsibilities in aerial remote-sensing surveys and emergency preparedness. EG&G/EM currently employs approximately 2,100 employees and is a wholly-owned subsidiary of EG&G, Inc.

### **1.3.3 Raytheon Services Nevada (RSN)**

RSN is the architectural/engineering contractor for the Nevada Test Site. Since November 5, 1990, RSN has provided master planning, engineering, and support services at the NTS and off-site test locations. RSN also provides engineering services for drilling and mining activities at the test site, including design, research, inspection, and procurement. RSN's Pacific Office provides similar services in support of DOE at Honolulu, Kauai, and Johnston Island. RSN currently employs approximately 600 employees in Nevada, 50 of whom are bargaining unit employees.

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## 2. Notice of Impending Work Force Reductions

Notice of impending work force reductions to DOE contractors at the NTS and Tonopah Test Range were issued by both EG&G/EM and REEC Co in early 1992. Representatives from the local offices of NV Congressional delegation were notified of work force reductions on April 26, 1993. They were advised that the testing moratorium combined with budget reductions were the reasons for the reductions scheduled to take place by the end of FY93. EG&G, REEC Co, and RSN notified their employees of the impending work force reduction on April 27-28, 1993. Employees who are laid off receive two-week individual notices prior to their termination.

After the anticipated personnel reductions, the total work force at the Nevada Test Site will be at its lowest level since 1981.

» *The announcements to employees by the three contractors are shown as Appendix B.*

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## 3. Planning Process/ Community Involvement

DOE/NV's planning activities included pertinent staff from DOE/NV's finance, budget, human resources, and training organizations. Similarly pertinent staff from the contractor's finance, budget, human resources, and training organizations participated in the planning activities.



### **3.1 State of Nevada**

DOE/NV staff initiated its outreach process on March 17, 1993, during a meeting in Carson City, Nevada, with representatives from the state of Nevada. The discussion included:

- An identification of the resources of the state and associated agencies that could be made available to DOE and its contractors to assist dislocated contractor employees.
- The role and services of various associated agencies, State Employment Security Department, Job Training Board for Southern Nevada, Nevada Business Services, and the Private Industry Council for Southern Nevada was explained.
- Section 3161 requirements
- Coordination with DOE
- Future of the Nevada Test Site

It was agreed that DOE and its contractors would host a working session with the above agencies to begin the planning process to employ the Governor's Dislocated Worker Assistance Program to assist displaced DOE contractor employees at the NTS and related facilities.

### **3.2 Section 3161**

On March 24, 1993, DOE/NV Human Resources staff briefed contractor staff and representatives from the Nevada Business Service and University of Nevada at Las Vegas (UNLV) on the requirements of section 3161 and how the state Job Training Office and associated agencies could provide assistance to contractor displaced workers. Those in attendance were:

Cheryl Abernathy, DOE/NV, Human Resources  
Robert Agonia, DOE/NV, Human Resources  
Andy Anderson, Nevada Business Service  
Mitzi Anderson, DOE/NV, Human Resources  
Sally Baker, Wackenhut Services, Inc.  
Deborah Chalko, DOE/NV, Human Resources  
Audrey Clark, DOE/NV, Human Resources  
Rennae Daneshwary, UNLV (CBER)

**3. Planning Process/  
Community Involvement**

Dennis Hollingstad, RSN  
Lisa Johnson, DOE/NV, Human Resources  
Lavonne Lewis, REECO, Human Resources  
Michael Madison, RSN  
Louella Mathews, DOE/NV, Human Resources  
Charles Meyer, EG&G/EM, Training Office  
Robert Murphy, RSN  
David Parker, REECO  
Don Schuler, DOE/NV  
Keith Schwer, UNLV (CBER)  
Joe Stephenson, REECO, Employee Training Department  
Judy VanderWeele, EG&G/EM Human Resources  
James Watkins, EG&G/EM, Training Office  
Kelly Wuest, Nevada Business Service

### **3.3 Contractors & Community Agencies**

DOE/NV hosted a planning workshop on April 13, 1993, in its Las Vegas office for DOE and contractor Human Resources staff for the purpose of learning more about the state's Dislocated Worker Assistance Program. Representatives from each participating agency explained the role of the agency and the types of assistance that could be made available to dislocated workers.

It was concluded that the state of Nevada Rapid Response Team and associated agencies could assist DOE and its contractors:

- Establish assessment centers prior to carrying out any reductions
- Provide assistance in evaluating employee aptitudes, interests, and skills to maximize matches with job and career opportunities
- Provide counseling on job search techniques, resume writing, interview skills, financial planning, legal services, and unemployment insurance

In attendance were:

Cheryl Abernathy, DOE/NV, Human Resources  
Robert Agonia, DOE/NV, Human Resources  
Andy Anderson, Nevada Business Service  
Mitzi Anderson, DOE/NV, Human Resources

Deborah Chalko, DOE/NV, Human Resources  
Ed Eschner, CCSN  
Elenore Felix, Nevada Business Service  
Anita Gerry, EG&G/EM, Human Resources  
Iris Gross, State of Nevada, Employment Security Department/Job Service  
Dennis Hollingstad, RSN  
Lisa Johnson, DOE/NV, Human Resources  
Lavonne Lewis, REEC Co, Human Resources  
Mary Malley, CCSN/Adult Basic Skills Center  
Mike Metty, Director, Community Education Division, CCSN  
Charles Meyer, EG&G/EM, Training Office  
Arnella Mullins, Employment & Training Counselor  
David Parker, REEC Co  
Janet Pirozzi, State Coordinator for Dislocated Worker Program  
Des Schafer, CCSN/CBIT  
Joe Stephenson, REEC Co, Employee Training Department  
Shari Thomas, Nevada AFL-CIO  
Judy VanderWeele, EG&G/EM Human Resources  
Barbara Weinberg, Director, Job Training Office  
Kelly Wuest, Nevada Business Service  
Vince Zarrelli, State of Nevada, Employment Security Department

### **3.4 Results**

On June 2, 1993, DOE staff again met with Barbara Weinberg, Director, Job Training Office of the State of Nevada, and her staff to finalize plans to employ the state's resources to help DOE/NV and its contractors assist some 300 displaced workers.

In attendance at these meetings were:

Robert Agonia, DOE/NV Human Resources  
Mitzi Anderson, DOE/NV Human Resources  
Janet Pirozzi, State Coordinator for Dislocated Worker Program  
Harriet Schaller, State of Nevada Job Training Office  
Barbara Weinberg, State of Nevada Job Training Office Director

As a result of these meetings, DOE/NV reached an agreement with the Governor's Job Training Office to use the services of the Governor's Dislocated Worker Assistance Program and to establish two Employee Transition Committees to help DOE and its contractors carry out the work force restructuring requirements of section 3161.

» *Appendix C: State of Nevada Governor's Dislocated Worker Assistance Program.*

### **3.5 Employee Transition Committees**

The primary goal of the committees is to assist workers dislocated by the layoff to reenter the work force. The committees will serve as advocates for the dislocated workers, will act as liaisons with service deliverers, and in conjunction with DOE contractors will monitor the outcome of the reemployment effort.

The committees' work activities will be in support of the following objectives:

- Provide outplacement assistance to displaced employees of the three contractors.
- Coordinate and participate in informational sessions for impacted employees.
- Obtain suggestions from employees about retraining and employment services and participate in the design of a service strategy based on the results.
- Maintain an updated comprehensive list of all laid-off employees that indicates each person's status for seeking employment.
- Place at least 75 percent of those employees seeking reentry into the labor market into employment or training activities.
- Coordinate closely with the Governor's Job Training Office, the Rapid Response Central Office, Nevada Business Services, and the AFL-CIO Labor Coordinator and community-based organizations.
- Enhance job placement activities by utilizing the companies' and the communities' business networks.
- Develop a final report on the committees' activities.

» *The membership of the ETC, its timeline, an announcement concerning an informational meeting for all employees, and its final report format are shown in Appendix D.*

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## **4. Work Force Restructuring Plan Components**

### **4.1 Objective of Plan**

The overall purpose of this plan is to describe the method by which work force restructuring will occur. By implementing key initiatives detailed in this plan, DOE/NV and its contractor families will attempt to ensure that:

- The loss of vital skills and knowledge already developed within the DOE work force will be minimized.
- Reasonable means will be provided to assist employees to seek out and obtain gainful employment inside or outside the DOE complex.
- Negative impacts on the employees whose jobs are deemed surplus will be minimized.
- The amount of outside hiring will be minimized by maximizing the capabilities of the current work force through supplemental training and by relocation of surplus workers to sites with job openings.
- Minimize a negative impact on the community.

### **4.2 Coverage**

This plan applies to full-time employees of Reynolds Electrical & Engineering Co., Inc.; EG&G Energy Measurements, Inc.; and Raytheon Services Nevada. It does not apply to employees of non-management and operating contractors and subcontractors brought to DOE/NV sites for short-term and specific specialized contract work.

## **4.3 Work Force Planning**

### **4.3.1 Mission Reduction**

Because of the reasons listed in the Introduction of this plan, DOE/NV anticipates a reduction in the contractor work force of approximately 300 employees. About 50-60 percent of the reductions will be bargaining unit workers and available for placement by their respective hiring halls. The balance will come from nonexempt (technical, administrative, and service) and exempt (administrative, scientific, and engineering) classification.

### **4.3.2 Efforts to Minimize Involuntary Separations**

DOE is committed to take actions which will minimize the impact on workers. Before identifying the number of reductions in employees (RIEs), DOE/NV asked each contractor to examine their budgets closely and identify further ways of cutting costs in order to minimize the number of involuntary separations. Some of these cost-cutting measures included elimination of nonessential travel and training costs and a consolidation of services.

In addition to cutting costs, as occurred in FY92, internal placement of displaced workers within the DOE family of contractors is actively being pursued. In line with this, approximately 50 craft employees, who otherwise might have been reduced in employment, have transferred from an NTS operation to Yucca Mountain.

In order to retain those personnel with knowledge, skills, and abilities essential to DOE, contractors have and will perform formal needs assessments to define site-specific staffing requirements to support future program needs, principally those related to environmental restoration, waste management, and energy development and technology.

## **4.4 Contractor Reductions**

All three contractors experienced significant reductions in employment during Calendar Year 1992, prior to the enactment of section 3161. REECO lost 650 employees, 620 of whom had worked at the Tonopah Test Range in support of the U.S. Air Force Stealth program which was transferred to New Mexico. EG&G/EM lost 175 employees during that time, and RSN laid off 80.

#### 4.4.1 Reynolds Electrical & Engineering Co., Inc.

REECO expects to reduce some 230 employees during the balance of FY93. The following RIE update covers the period June 1 through September 30, 1993.

DIVISION	EXEMPT	NONEXEMPT	CRAFT	TOTAL
Administrative	3	3	0	6
Operations & Maintenance	5	2	185	192
Environmental Management	0	0	2	2
Environment Safety & Health	0	5	0	5
Support Services	0	1	4	5
Yucca Mountain Project	0	0	20	20
Performance Assurance	0	0	0	0
<b>TOTAL</b>	<b>8</b>	<b>11</b>	<b>211</b>	<b>230</b>

#### 4.4.2 EG&G Energy Measurements, Inc.

It is expected that EG&G/EM will need to reduce its work force by about 35 during the balance of this fiscal year. However, due to EG&G/EM's mission change (weapons test reductions, closing of Tonopah Test Range for Sandia work purposes, and some reduced funding through the laboratories) even as late as June 7, 1993, the testing details and some of other sources for funding are in flux and are subject to change. However, the following reduction in employees are expected, and specific job classifications or groupings are identified as currently projected and known:

FUNDING SOURCE	FY93 PLANNED RIEs
Weapons Test	4
Technicians	
Cash Orders	15
<u>Classifications identified:</u>	
Technologist III	
Field Administrator	
Sr Design Drafter	
Sr Technician	
Design Drafter	
Technician III	
Material Handler	
Overhead	16
<u>Job Groupings:</u>	
Management	
Administrative	
<b>TOTAL</b>	<b>35</b>

**4. Work Force Restructuring  
Plan Components****4.4.3 Raytheon Services Nevada**

The overall restructuring and reorganization at the NTS will require that RSN balance its staffing with the proper skills mix based upon available program funds. As a result, a reduction in employees of approximately 20-35 employees will be necessary prior to the end of FY93. A cross section of job families will be affected. This includes managerial, professional, technical, engineering, and clerical support employees. RSN will ensure that every effort is made to prevent an adverse impact on protected classes of employees.

**4.5 Work Force Restructuring**

Part of the process in determining work force restructuring includes three processes:

- Analyzing the current mission to determine the knowledge, skill, and ability requirements;
- Analyzing the capabilities of the current work force, and
- Preparing the existing work force pool to meet the new work force needs.

**4.5.1 Reynolds Electrical & Engineering Co., Inc.**

All REECo department/division managers are required to follow company procedures which establish the criteria and assessment methods for managers to use in conducting a work force reduction for exempt and technical nonexempt, nonbargaining unit employees. The procedure provides for the retention of employees that will constitute a work force diversity in accordance with the REECo Affirmative Action Plan.

Reduction in employment for nonexempt, nonbargaining unit employees is made on the basis of hire date seniority in the job classification of the division in which the potentially impacted employee works.

Bargaining unit employees are reduced in employment on the basis of their respective labor unit agreements.

If any identified employee classification is to be reduced in employment, the respective department and division managers are required to give attention to the following areas:



- Identification of work requirements and objectives (in light of budgetary requirements)
- Clarification and confirmation of the department/division mission
- Pending organizational changes
- Actions that must be taken to ensure a diverse work force

Managers are asked to determine the critical skills and positions necessary to effectively carry out the department/division mission. For work groups that are to experience a reduction in employment, they are required to complete a "skill assessment" for each employee and to compare the relative skill and performance of each employee to another within similar work groups.

Employees who are evaluated to have the least skills/performance level in a given work group in which the department/division mission has called for a reduction in employment are identified as candidates for the reduction in employment. A "peer comparison review" is required for each employee identified for reduction. This review provides for a more detailed explanation of how the performance and skills of that individual compares with other employees performing similar work.

The assessment described above is submitted to the Human Resources department manager who reviews the material for accuracy and conformance to the procedure. The material is also reviewed by the Equal Employment Opportunity director.

In addition to the involuntary reduction process described above, the company also allows for a voluntary reduction in employment, approved on a case-by-case basis. The voluntary reduction approvals may eliminate the need for an involuntary reduction in the same work area.

The company has launched an education and training employee development effort to assure employees are receiving the necessary skill and knowledge development requirements as specified by DOE orders. In addition, the recruiting and employment section of the Human Resources department is continually monitoring company hiring needs based on skill shortages that may require the company to seek skilled workers outside the company. The company is now posting external job openings with the other DOE contractors in order to maximize the use of these trained resources and provide job opportunities to the impacted employees as well.

**4. Work Force Restructuring  
Plan Components****4.5.2 EG&G Energy Measurements, Inc.**

Scope of work and funding changes require EG&G/EM top management, Plans and Budgets staff, and Human Resources staff to project positive or negative staffing requirements and other budget impacts. An original forecast of 150-161 employees to be reduced in employment was identified primarily due to funding limitations. The forecast is adjusted from time to time during the year to allow for additional work and funding that is provided, natural attrition such as voluntary separations, transfers to other EG&G divisions, retirements, and discharges, and fewer hires as replacements and additional staff. During a period of downsizing, a primary consideration is managing attrition from within by promoting use of the internal job posting system, assigning work within an organization and transferring employees within the company to better use current human resources. Ultimately, some specifically assigned tasks, duties, or responsibilities are defined as excess to the company; and those employees who do that work for whom other work or budget cannot be identified must be separated.

Prior to notifying affected employees, an EEO review is conducted by managers to verify there is no inadvertent adverse impact on minorities, disabled, women, and employees over 40. This procedure allows for a continued work force diversity in accordance with the EG&G/EM Affirmative Action Plan.

In general, the remainder of FY93 shows some staff reductions due to weapons testing reductions primarily in technical support with associated administrative overhead positions affected. FY94 is uncertain, but appears stable with some possibility for limited growth. FY93 and FY94 current work force additions will require more environment, safety, and health types of employees for compliance as well as programmatic purposes. Fewer management employees will be needed due to restructuring and reorganization priorities. Replacement for clerical staff continues to be necessary. With additional information, training, and opportunity, the skills and knowledge of most employees are transferable to other missions projected for EG&G/EM, should appropriate business opportunities develop. Examples include weapons test and readiness activities, even should the focus change, demilitarization, test facilities (above ground or ground based), environmental restoration, waste management, and emergency response.

### **4.5.3 Raytheon Services Nevada**

The overall restructuring and reconfiguration at the Nevada Test Site will require Raytheon Services Nevada to balance its staffing with the proper skills mix based upon available program funds. RSN's planned reduction in employment will affect a cross section of job families. This includes managerial, professional, technical, engineering, clerical, and craft employees.

Selection criteria used by management in selecting those who will be affected by the RIE includes:

- Analyzing current skills and critical skills which need to be retained.
- Analyzing RSN's consolidation of operating groups into a centralized facility, thereby taking advantage of greater operating efficiencies, thus lowering costs.
- Analyzing the reduction of several levels of management, which resulted in a broadened span of managerial control.
- Reviewing the continuing consolidation and reorganization of overhead support groups to achieve greater efficiencies.
- Focusing upon the current and projected future program mission.
- Analyzing budgetary constraints and available program funding.

RSN management, with guidance from human resources management, follows all company guidelines in managing the RIE process.

In accordance with RSN's affirmative action initiatives, a focus review process is used to analyze the impact of planned reductions on members of protected groups of employees. A focus review committee together with human resources management reviews planned actions in an effort to avoid an adverse impact.

## **4.6 Activities for Restructuring the DOE Work Force**

Special incentives—enhanced severance pay and early retirement incentives—were provided for displaced workers in FY92. However, there are no plans for special incentives during FY93, due to the limited size of the work force reductions.

**4. Work Force Restructuring  
Plan Components****4.6.1 Attrition**

DOE/NV contractors historically have experienced turnover rates of 5 to 10 percent per year. However, with the changes resulting from mission changes, reductions in weapons testing activities and budgets, and the uncertainties of any resumption, employee attrition rates have increased to levels exceeding these historical rates. Due to the announcement of the extended moratorium, it is anticipated that even more employees will be seeking job opportunities with other employers, raising the attrition rates further beyond the normal levels.

**4.6.2 Voluntary Separations**

In FY92 DOE/NV management approved early retirement and voluntary separation incentives as a means of reducing the contractor work force and meeting projected budget levels. These approvals were viewed as a viable means to restructure the work force and still retain a work force fully capable of carrying out the NTS weapons testing mission. To lessen the necessity for a greater number of involuntary reductions in FY93, approval for limited voluntary separations was given early in FY93 to the M&O contractors. Further, as authorized in the personnel appendix, all company employees will be given the opportunity to take a voluntary reduction in force once the two-week individual notices have been given and thus mitigate the number of involuntary reductions. Benefits are identical to those provided to involuntarily displaced employees. The DOE restrictions on replacement of employees who accept voluntary separations will be adhered to.

**4.6.3 Supplementary Training for Retained Work Force**

Retained employees will continue to receive training that provides them with the skills required to perform mission requirements. Training programs currently exist and will continue to be designed to enhance and maintain job and task proficiency of qualified personnel. The content of continuing training programs will vary, based on identified needs.

In order to provide supplementary training based on these identified needs, managers and supervisors will be required to identify necessary job skills for future needs. Before this can be accomplished, managers and supervisors themselves must be trained in the skills necessary for the task. This necessary training will include:

only 50  
Energy Management  
- Open Sept 4-10  
Reco/Ranther  
- start involuntary

- Skills needed by managers and supervisors to advise and mentor employees in job search and retraining opportunities
- Input into identifying new jobs and job restructuring activities
- Stress management techniques for the managers, supervisors, and employees during times of change
- Identifying local resources

After this is accomplished, managers and supervisors will ensure that supplemental training for the retained work force is provided.

In this time of decreased activity in weapons testing, training activities have actually increased. Contractors are using this time to catch up on training requirements.

#### **4.6.4 Supplemental Training for Surplus Employees**

Extended educational benefits for dislocated workers will be allowable under the contract in the following manner:

- Support will be provided for the equivalent of up to two semesters/three quarters of full-time status.
- Maximum allowance per dislocated worker will be \$5,000 which is to cover tuition, required textbooks, registration fee, lab fee, and health fee.
- The schooling must begin within one year of the layoff and be completed within a 24-month period. If dislocated workers are enrolled in an education assistance program at the time of layoff, they will be allowed to finish the program as long as it does not exceed two semesters/three quarters and go beyond the 24-month period.
- The education program should lead to proficiency in an occupational area in which the dislocated worker reasonably can be expected to find employment.
- Out-of-state educational assistance will be subject to approval of the Contracting Officer.

Existing M&O contracts have been modified to provide post-termination training/education benefits as allowable costs. Recently, DOE and contractor representatives participated in discussions with state and local educational

officials about retraining displaced workers for placement as teachers in the local school district.

#### **4.6.5 Supplemental Training for Environmental Restoration and Waste Management Positions**

Environmental, safety, and health training will continue to be a top training priority. DOE/NV has a long history of working jointly with local educational institutions to meet both DOE and community occupational needs. DOE/NV and contractors have provided grants and direct funding for educational programs and curriculum development to meet environmental restoration, waste management, and energy-related occupational needs. The Community College of Southern Nevada obtained DOE funding and assistance to develop a curriculum for environmental sciences/hazardous material technicians. Similarly, the University of Nevada, Las Vegas, also obtained funding and assistance to develop an undergraduate Environmental Science certificate and degree program. The development of these curriculum was supported with DOE funding through DOE's Science and Technology Education Program.

Education and training for occupational needs at the NTS and in the local community, such as health physicists and environmental and hazardous material technicians, have been pursued in cooperation with state of Nevada agencies and educational institutions. DOE and contractor professionals are actively engaged in maintaining lines of communication to convey changing skills requirements to educational suppliers as well as to current and future workers.

#### **4.6.6 Scholarship Assistance for Workers and Institutions for Environmental Education and Retraining**

The Department is working with the Department of Defense to provide access to environmental scholarships for displaced DOE workers in accordance with section 4451 of the National Defense Authorization Act (P.L. 102-84). DOE staff will also work with institutions of higher education who may apply for grants for this program under section 4452.

#### **4.6.7 Opportunities as Elementary and Secondary School Teachers**

The Department is working with the Department of Defense in implementing section 4443 of the National Defense Authorization Act (P.L. 102-84), which

will allow DOE defense contractor employees to apply for available positions as elementary and secondary school teachers.

#### **4.6.8 Medical Benefits**

Dislocated workers who have been involuntarily separated from employment are reimbursable for the cost of premiums for medical insurance for up to three years from the date of separation. Dislocated workers are eligible for health care continuation as long as they were on the employment rolls as of September 27, 1991. Dislocated workers who are voluntary reductions in force are eligible for health care continuation effective October 23, 1992. The dislocated worker must be eligible for medical insurance coverage under an M&O contractor plan at the time of separation from employment. Further, dislocated workers must not be eligible for coverage under another employer's group health plan or under Medicare since the time of separation.

The extended medical benefits program for dislocated workers will be administered according to the implementation guidance contained in the Report to the Secretary of Energy on Displaced Worker Health Benefits and Monitoring, dated August 1992.

#### **4.6.9 Budget Estimates**

DOE/NV expects that up to 40 percent of the 300 dislocated workers could utilize supplemental training and that 15 percent of the 300 dislocated workers could utilize the relocation assistance, totaling an estimated 165 workers. DOE/NV has approved a maximum of \$5,000 per employee for education and training assistance and \$5,000 per employee for relocation as an allowable cost for each affected M&O contractor. Therefore, the total estimated budget for these services is \$825,000.

» See plan implementation cost estimates in Appendix E.

### **4.7 Preference in Hiring and Relocation Assistance**

Current legislation required that employees at defense nuclear facilities who are involuntarily separated be given preferential hiring consideration by other DOE facilities. In order to accomplish this, it is necessary to identify:

- availability and qualifications of workers being displaced,

#### 4. Work Force Restructuring Plan Components

- what positions are available for these displaced workers, and
- what considerations have been given by M&O contractors to these displaced workers.

Exchange of this type of information is currently taking place in that each of the M&O contractors has a list of all the other M&O contractors and their contacts. M&O contractors use a four-step process to seek every possibility for hiring new employees:

1. They will seek any transfer possibilities within their own organization.
2. They will look for dislocated workers or workers to be laid off from the other DOE/NV M&O contractors.
3. They will look for dislocated workers or workers to be laid off from all the DOE M&O contractors.
4. They will go to the outside market using means such as the newspaper.

Further, a procedure will be established to guide M&O contractors implementing this legislation through an automated support system—a Job Opportunities Bulletin Board System with an integrated resume referral subsystem. The system will provide the following services:

- Resume distribution to M&O contractors.
- Opportunities announcements accessible to all who are separating or potentially are separating.
- Resume development support for matching displaced workers with known vacancies.
- Matching of known or likely displaced workers with anticipated or existing vacancies.
- Removal of expired vacancies.
- Tracking and reporting of preferential hire opportunities.

Hiring from outside the existing contractor work force has been curtailed, and a requirement for granting preference to displaced workers has been issued to all



DOE M&O contractors. Every effort will be made to place displaced workers within the family of DOE contractors. Contractors will:

- Provide displaced workers with assistance in preparing current resumes that will be circulated to other DOE contractors.
- Give preference to displaced workers and where no suitable candidates from the displaced worker pool are identified—the position requisition form will be so noted.

The following list of targeted categories will be distributed to receiving sites.

**Bargaining unit employees**

Craft Workers

Culinary

**Nonexempt Employees**

Clerical

Administrative

Technical

Exempt

Administrative

Scientific/Engineering

**GRAND TOTAL** 300

Relocation costs will be provided in accordance with the Personnel Appendix provisions of the respective M&O contract. Exceptions to approved provisions may be granted with contracting officer approval. If appropriate, arrangements will be made to recover such costs from the hiring contractor.

## **4.8 Outplacement Assistance and Other Post-Employment Benefits**

### **4.8.1 State of Nevada Job Training Office**

The Governor's Job Training Office administers the funds for the dislocated worker program and other job training programs in Nevada. The dislocated worker program is federally funded under the Economic Dislocation and Workers Adjustment Assistance Act (EDWAA) and is designed to provide free re-employment retraining services to dislocated workers. Services include early

intervention and pre-layoff assistance, career counseling, employment workshops, classroom training, on-the-job training, and job placement.

#### **4.8.2 State of Nevada Employment Security Department**

The State of Nevada Employment Security Department acts as the Rapid Response Central Office for the Governor's State Job Training Office, coordinating with area service providers who may be able to offer assistance to workers affected by layoffs or plant closures.

Services include rapid response and early intervention presentations, job referrals, veteran employment services, job search skills training, testing and vocational guidance, disability services, labor market information, claimant employment program job corps, federal bonding program, law offender program, targeted jobs tax credit, and unemployment insurance benefits.

#### **4.8.3 Nevada Business Service**

The NBS, funded by the Governor's Job Training Office, is a public-private partnership established by a consortium of local governments to provide job training services to dislocated workers. In addition to its annual dislocated worker grant, NBS will use a portion of the \$500,000 Department of Labor grant to help retrain workers.

#### **4.8.4 Nevada State AFL-CIO Dislocated Worker Program**

In coordination with the Governor's Job Training Office, the program offers support in many forms. The following Joint Apprenticeship and Training Counsel organizations participate in its re-training program: Asbestos Workers, Bartenders, Bricklayers and Tile Setter, Correctional Officers, Carpenter, Cement Masons/Plasterers, Electricians, Glaziers, Iron Workers, Operating Engineers, Painters, Plumbers, Plumbing & Mechanical, Roofers, Sheet Metal, and Stationary Operating Engineers Hotel/Casino Maintenance.

#### **4.8.5 Consumer Credit Counseling Service**

A nonprofit United Way Agency, Consumer Credit Counseling Service can help dislocated workers who might experience financial setback by acting as liaison between the workers and creditors. Counselors assist with budgeting or if necessary a debt repayment plan and educational programs on money management. Services are provided free of charge.

#### **4.8.6 State of Nevada Department of Human Resources Welfare Division**

Displaced workers in single-parent households with children may be eligible for the Aid to Dependent Children program. Two-parent households with children may be eligible for the ADC UP (Unemployed Parent) program. Another program is the Child Health Assurance Program, which provides medical assistance for pregnant women and children born after September 30, 1993.

#### **4.8.7 Nevada Career Information System (CIS)**

CIS is a software program for micro computers containing information on approximately 300 occupations and 3,600 schools. The CIS is connected to the interstate system which provides dislocated workers with information about job opportunities in localities outside Nevada. The Nevada CIS provides statistics which are specific to Nevada. It offers the following components: occupational descriptions, military occupations, programs of study and training, Quest, school sort—national and Nevada schools, financial aid, job search, working for yourself, and assessment link. CIS is available from the Community College of Southern Nevada and the Henderson Public Library. In addition, CIS has been installed at a convenient location at each of the three participating M&O contractors.

*» Further information on these agencies is shown in Appendix E.*

### **4.9 Community Information**

Affected local communities have been provided information on the work force restructuring through communication with DOE/NV and contractor employees; media contact, including local newspaper and television coverage; and through contact with local community agencies. DOE/NV believes that by providing employees and affected communities the longest possible notice of impending work force reductions, the impact will be lessened as affected employees will be able to enhance their ability to obtain training and take other jobs that may be available. Comments on plan guidelines and suggestions on minimizing the social and economic impacts associated with planned layoffs were requested from local stakeholders.

<b>4. Work Force Restructuring Plan Components</b>
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#### **4.9.1 Stakeholder Meeting**

DOE/NV sponsored a local stakeholders meeting on July 23, 1993. A letter and a copy of the draft plan were sent to 90 local stakeholders inviting them to this meeting to discuss the work force restructuring plan being developed by DOE/NV. This meeting allowed the stakeholders to express their views and ideas about the DOE/NV work force restructuring plan.

In addition, meetings were held on August 3, 1993, and August 20, 1993, to inform employees and other stakeholders of the opportunities provided under the plan, especially with regard to services being provided by the State of Nevada and the Department of Energy for affected workers. National stakeholders were invited to the August 20, 1993, meeting.

» *Stakeholders' comments are shown as Appendix F.*

#### **4.9.2 Economic Development**

The U.S. Department of Energy is interested in providing support to private initiatives to reduce the adverse impact on workers and the local economies as a result of changes in the Department's mission.

DOE economic development initiatives are evolving to ensure that the transition process of downsizing DOE facilities includes promoting and supporting the reuse of sites and facilities and encourages the employment of the skills and dedicated work force that supported the nation's nuclear weapons program. As an example of the later, REECo has established linkage with a major employer that will soon open a megaresort in Las Vegas.

### **4.10 Measuring Results and Updating the Plan**

This plan will be updated as new information becomes available and as missions, programs, and the availability of funding change for the Nevada Operations Office. Per DOE Order 3309.1A, information added will include:

- Numbers and categories of employees who are: (1) involuntarily separated, (2) voluntarily separated and received severance pay, (3) elected to retire, and (4) transferred to other facilities
- Total costs of severance pay broken down for voluntary and involuntary terminations.

- Results of analysis of impact on minorities and women.

The final report of the Employee Transition Committee will also be included.

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## 5. Summary

The Work Force Restructuring Plan has been prepared pursuant to section 3161 of the Defense Authorization Act for Fiscal Year 1993. A 120-day notice of the need for work force reductions was given on April 26, 1993. The plan identifies the actions being taken to mitigate the impact of work force reductions at the Nevada Test Site.

DOE's efforts to develop this plan have included stakeholder involvement in the entire work force reduction process. DOE/NV has established a working relationship with the State of Nevada in order to provide dislocated workers with the necessary services. DOE/NV has held both workshops and stakeholder meetings to involve the public in the DOE work force reduction process. DOE/NV, along with the Governor's Job Training Office, has established two Employee Transition Committees. These committees have established a communication link between management and workers and provided workers affected by this reduction an avenue to reenter the work force as quickly as possible.

Each contractor has established thresholds for the numbers of workers to be affected in various work areas. A key point in the plan is that every effort will be made to minimize involuntary separations. The activities being taken to mitigate work force reductions include attrition, voluntary separations, transfers to other contractor activities, and supplementary training. In addition, dislocated workers will receive preference in hiring at other DOE facilities along with relocation assistance and will be eligible for a variety of benefits, including health care continuation, retraining, and outplacement services.

With the above actions, section 3161 objectives to mitigate impacts to the affected workers and communities will be met for the work force reduction this fiscal year at the Nevada Test Site.

# Appendix A

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## List of Stakeholders

## STAKEHOLDERS

Organization	Address	Contact/Title	Phone	Fax
American Friends Service Committee	1535 Hight Street, 3rd Floor Denver, CO 80218	Thomas M. Rauch		
Center to Protect Worker's Rights	11713 Rosalinda Drive Potomac, MD 20854	Donald Elisburg		
Community College, Southern Nevada	320 Cheyenne Avenue North Las Vegas, NV 89030	Janice Reid, Associate Dean	643-6060 ext. 280	643-6427
	Environmental Program Hazardous Material Courses Henderson Campus	Ed Eishner	504-7484	504-3367
	Career Planning Job Placement Cheyenne Campus	Rosemary Hall	643-6060 ext. 455	643-6427
Community Organization NAACP	1048 West Owens Las Vegas, NV 89016	Jessie Scott, President	648-1662	648-6223
Consumer Credit Counseling Services of Las Vegas	3650 South Decatur Las Vegas, NV 89102	Michele Johnson, Executive Director	364-0344	364-0773
Employment Security Department	135 South 8th Street Las Vegas, NV 89101	Charles Smith, Director	486-3406	486-3470
		Vincent Zarrelli, Southern Nevada Coordinator Displaced Workers	486-3475	486-3470
Equal Rights Commission	1515 East Tropicana Las Vegas, NV 89119	Fernando Romero, Director	486-7161	486-7054
Governor's Office	2501 East Sahara Las Vegas, NV 89104	Bob Walsh, Executive Assistant to the Governor	486-4500	486-4059
Help of Southern Nevada	1953 East Sahara Avenue, Suite 23B Las Vegas, NV 89104	Sharon Beatty, Executive Director	369-4357	369-0247
Laborers-Employers Cooperation & Education Trust	Headquarters 905 16th Street, NW, Suite 304 Washington, DC 20006	Henry Rodriguez, M.P.H. Field Coordinator	202-783-3545	202-347-1721

## STAKEHOLDERS

Organization	Address	Contact/Title	Phone	Fax
	Regional Office 3163 West Del Monte Drive Anaheim, CA 92804		714-827-3427	
Las Vegas Indian Center	2300 West Bonanza Road Las Vegas, NV 89106	Richard Arnold, Executive Director	647-5842	647-2647
Nevada Association of Latin Americans	323 North Maryland Parkway Las Vegas, NV 89101	Avi Almeida, President	382-6252	
Nevada Business Services (JTPA)	P.O. Box 4428 Las Vegas, NV 89127	David Hicks, President		
		Kelly D. Wuest Employment & Training Counselor	384-3808	384-8029
		Andy Anderson, Planning Coordinator	647-0396	482-3115
State of Nevada Job Training Office	Capital Complex Carson City, NV 89710	Barbara B. Weinberg, Executive Director	687-4310	687-3957
	400 West King Street Carson City, NV 89710	Janet L. Pirozzi, State Coordinator Dislocated Worker Program	687-4310	
Southern Nevada Private Industry Council	3305 West Spring Mountain Road, #60 Las Vegas, NV 89103	Tom Weir, Chairperson	873-5700	
United Way Services, Inc.	1660 East Flamingo Road Las Vegas, NV 89119	Garth Winckler, President	734-2273	734-8504
University of Nevada, Las Vegas	4505 South Maryland Parkway Las Vegas, NV 89154-4030	James Deacon, Ph.D. Director, Environmental Studies Program	895-3285	895-4436
		Dave McNelis, Ph.D. Assistant Vice-President Research	895-4240	895-4242
	Career Placement Office Beam Hall, Room 547	Eileen McGarry	895-3928	597-4661
	Center for Business & Economic Research	Keith Schwer	895-3191	895-3606
		Rennae Daneshvary	895-3632	895-3606



## STAKEHOLDERS

Organization	Address	Contact/Title	Phone	Fax
The State of Nevada Washington D.C. Office	Hall of the States 444 North Capitol Street, Suite 209 Washington, DC 20001	R. Leo Penne, Director	202-624-5405	202-624-8181
CHAMBERS OF COMMERCE				
Boulder City	1497 Nevada Highway Boulder City, NV 89005	Alice Isenberg, President	293-2034	293-0574
Henderson	100 East Lake Mead Drive Henderson, NV 89015	Paul Gargis, President	564-6969	564-7615
Las Vegas	711 East Desert Inn Road Las Vegas, NV 89109	Mark Smith, President	735-2450	735-2011
Latin	P.O. Box 7534 Las Vegas, NV 89125-2534	Augie Gurrola, President	361-0740	361-8034
	829 South 8th Street Las Vegas, NV 89101	Otto Merida, Director	385-7367	385-2614
North Las Vegas	JB Chemical 3880 East Craig Road North Las Vegas, NV 89010	Paula Brown, President	644-7787	644-8824
Tonopah	P.O. Box 869 Tonopah, NV 89049	Ken Bourns, President	482-6245	482-3932
CONGRESSIONAL OFFICES				
Senator Harry Reid	500 East Charleston Boulevard Las Vegas, NV 89104	Eric Jordan, Regional Manager	474-0041	474-0137
Senator Richard Bryan	300 Las Vegas Boulevard South Las Vegas, NV 89101	Sara Besser, Office Manager	388-6605	388-6501
Congressman James Bilbray	1735 East Sahara Avenue Las Vegas, NV 89104	Rene Diamond, District Director	792-2424	792-2430
Congresswoman Barbara Vucanovich	6900 Westcliff Las Vegas, NV 89128	Joan Dimmitt, Regional Representative	225-6470	225-0714

## STAKEHOLDERS

Organization	Address	Contact/Title	Phone	Fax
U.S. DEPARTMENT OF ENERGY CONTRACTORS				
EG&G Energy Measurements, Inc.	P.O. Box 1912 Las Vegas, NV 89125	Peter H. Zavattaro, General Manager		
Reynolds Electrical & Engineering Co., Inc.	P.O. Box 98521 Las Vegas, NV 89193-8521	Dale L. Fraser, General Manager		
Raytheon Services Nevada	P.O. Box 95487 Las Vegas, NV 89193-5487	Bill W. Colston, General Manager		
Wackenhut Services, Inc.	2950 South Highland Drive, Suite E Las Vegas, NV 89109	R. C. Sanders, Jr., General Manager		
The Wackenhut Corporation	1500 San Remo Avenue Coral Gables, FL 33146	Timothy P. Cole		
CITIES/COUNTIES				
Boulder City	401 California Avenue Boulder City, NV 89006-1350	George D. Forbes, CEO, City Manager	293-9202 293-9208	293-9245
Clark County	225 Bridger Avenue, 6th Floor Las Vegas, NV 89155	Donald L. Shalmy (Pat), CEO County Manager	455-3530	455-3558
	225 Bridger Avenue, 5th Floor Las Vegas, NV 89155	Jack Bingham, Chairman County Commissioner	455-3500	383-6041
Henderson	240 Water Street Henderson, NV 89015	Loma Kesterson, Mayor	565-2085	565-6635
		Philip Speight, CEO, City Manager	565-2080	565-6635
Las Vegas	400 East Stewart Avenue, 10th Floor Las Vegas, NV 89101-2986	Jan Lavery Jones, Mayor	229-6241	385-7960
		William Noonan, CEO, City Manager	229-6501	388-1807
North Las Vegas	2200 Civic Center Drive North Las Vegas, NV 89030	James Seastrand, Mayor	649-0275	649-2992
		Michael Dyal, CEO, City Manager	649-0276	649-2992

## STAKEHOLDERS

Organization	Address	Contact/Title	Phone	Fax
Nye County/Tonopah	P.O. Box 153 Tonopah, NV 89048	William Offutt, CEO, County Administrator	482-8191	482-8198
Lincoln County	P.O. Box 90 Pioche, NV 89043	Floyd Lamb, CEO, Chairman, Board of County Commissioners	962-5390	962-5180
INTERNATIONAL UNIONS				
Asbestos Workers (Construction)			431-0572	
International Association of Heat and Frost Insulators and Asbestos Workers	Local Union No. 135 5521 Maidstone Circle Las Vegas, NV 89122	John J. Mizzoni, Business Manager  Curtis Oelrich, Financial Secretary		
CARPENTERS (Construction & M&O)			453-2206	453-3582
United Brotherhood of Carpenters and Joiners of America	Local Union No. 1780 501 North Lamb Boulevard Las Vegas, NV 89110	Fred R. Wright, International Rep.  Tommy R. Dunford, International Rep.		
Millwrights and Machinery Erectors	Local Union No. 1827 501 North Lamb Boulevard Las Vegas, NV 89110	Al Benedetti, Business Representative	452-8998	
CEMENT MASONS (Construction & M&O)			452-9199	
Operative Plasterers' and Cement Masons' International Association	Local Union No. 797 4200 East Bonanza Road Las Vegas, NV 89110	William D. Morris, Business Manager		
CHEMICAL WORKERS				
International Chemical Workers Union	1655 West Market Street Akron, OH 44313	Frank D. Martino		
Oil, Chemical and Atomic Workers International Union, AFL-CIO	2090 Northampton Street Holyoke, MA 01040	Richard D. Miller	303-967-2229	
CULINARY WORKERS			385-2131	384-0845
Culinary Workers Union	Local Union No. 226 1630 South Commerce Las Vegas, NV 89102-2705	James A. Arnold Secretary-Treasurer		

## STAKEHOLDERS

Organization	Address	Contact/Title	Phone	Fax
		Francis A. White, Business Agent	386-5266	
		Michael A. Grenier, Department Head Barbara A. Maher, Supervisor	386-5196	
ELECTRICIANS (Construction & M&O)			452-9357	452-7191
International Brotherhood of Electrical Workers	Local Union No. 357 4321 East Bonanza Road Las Vegas, NV 89110	Sam M. Darby, Business Manager Bob W. Barker, Jr., Asst Business Mgr		
ELEVATOR MECHANICS			818-449-1869	
International Union of Elevator Constructors	Local Union No. 18 100 South Mentor Avenue Pasadena, CA 91106	Pat Spencer, Business Manager		
	Local Union No. 18 1401 South Arville, Suite F Las Vegas, NV 89102	Fred Vesco, Business Representative	870-4832	
FIRE FIGHTERS				
International Association of Fire Fighters	1750 New York Avenue, NW Washington, DC 20006	Les Murphy		
IRON WORKERS (Construction & M&O)			456-1161	
International Association of Bridge, Structural and Ornamental Iron Workers	Local Union No. 433 4000 Boulder Highway, No. 8 Las Vegas, NV 89121	B. Max Price, Business Agent		
	Local Union No. 416 (Reinforcing) c/o Southern Nevada Bldg Trades 4200 East Bonanza Road Las Vegas, NV 89110	Frank Caine, Business Representative	452-8799	452-9537
	Local Union No. 155 5407 East Olive Fresno, CA 93727	Joseph Roth, Business Representative	209-251-7388	




## STAKEHOLDERS

Organization	Address	Contact/Title	Phone	Fax
	Local Union No. 433 2057 South Atlantic Boulevard Los Angeles, CA 90022	Dan Prentice, Business Manager	213-263-4183	
LABORS (Construction, M&O, Tunnel)			452-4440	452-4262
Laborers' International Union of North America	Local Union No. 872 4200 East Bonanza Road Las Vegas, NV 89110	Kenneth D. Smith, Business Manager Glenn O'Cull, Business Agent Robert Trenkle, Business Agent Freddie L. Minor, Business Agent		
Laborers' Union	Route 1, Box 521 Arco, ID 82313	Duane Allen, International Representative	208-527-3427	208-527-3462
OPERATING ENGINEERS (Construction, M&O, Drilling)			598-1212	598-1756
International Union of Operating Engineers	Local Union No. 12 360 Shadow Lane Las Vegas, NV 89106	Mickey J. Adams, District Representative John Haslam, Business Representative Jerry Claborn, Business Representative		
	Local Union No. 12 150 East Corson Street Pasadena, CA 91103	William C. Waggoner, Business Manager	818-792-8900	818-792-9039
PAINTERS (Construction & M&O)			452-2140	452-3062
International Brotherhood of Painters and Allied Trades	Local Union No. 159 501 North Lamb Boulevard Las Vegas, NV 89110	Gernald Kmetz, Business Representative, Financial Secretary Bill Stansell, President		
PLUMBERS/PIPEFITTERS (Construction & M&O)			452-1520	452-0029
United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada	Local Union No. 525 735 North Lamb Boulevard Las Vegas, NV 89110	Robert Nard, Business Manager  Mike McGinty, Business Agent		
ROAD SPRINKLER FITTERS (Construction)			801-254-4319	801-427-9539
Road Sprinkler Fitters	Local Union No. 669, U.A. RFD 1, Box 69-B Fairview, UT 84629	Warren L. McCullough, Business Agent, District 25	801-427-9488	

## STAKEHOLDERS

Organization	Address	Contact/Title	Phone	Fax
SHEET METAL WORKERS (Construction & M&O)			452-4799	452-7284
Sheet Metal Workers International Association	Local Union No. 88 4321 East Bonanza Road Las Vegas, NV 89110	William E. Brooks, Business Manager  James M. Long, Business Agent		
TEAMSTERS (Construction, M&O, Firefighters)			385-1455	385-4805
Teamsters, Chauffeurs, Warehousemen and Helpers	Local Union No. 631 P.O. Box 1870 Las Vegas, NV 89125-1870	Robert McClone, Secretary-Treasurer Jim Herbert, Business Agent Herb Stewart, Business Agent H. Melvin Dittmer, Business Agent		
International Association of Bridge, Structural and Ornamental Ironworkers	Local Union No. 155 5407 East Olive Fresno, CA 93727	Joseph Roth, Business Representative		
United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada	Local Union No. 525 735 North Lamb Boulevard Las Vegas, NV 89110	Robert Nard, Business Manager		
Laborers' International Union of North America	Local Union No. 872 4200 East Bonanza Road Las Vegas, NV 89110	Kenneth D. Smith, Business Manager		
Independent Guard Association of Nevada	Local Union No. 1 P.O. Box 41 Mercury, NV 89023	Michael J. Cleghorn, President		
UNITED PLANT GUARD WORKERS OF AMERICA				
International Union, United Plant Guard Workers of America	25510 Kelly Road Roseville, MI 48066	Eugene P. McConville, President	313-772-7250	313-772-9644
U.S. GOVERNMENT OFFICES				
U.S. Department of Air Force	4370 North Washington Blvd., Suite 117 Nellis AFB, NV 89191-7076	Maj. General Thomas R. Griffith, Commander USAF Weapons & Tactics Center	652-2201	
U.S. Department of Defense	400 Army-Navy Drive, Suite 200 Arlington, VA 22202-2884	Paul Dempsey, Director Office of Economic Adjustment		

## STAKEHOLDERS

Organization	Address	Contact/Title	Phone	Fax
U.S. Department of Commerce	Herbert C. Hoover Building-7327 Washington, DC 20230	David Witschi, Director Economic Adjustment Division		
U.S. Department of Labor/ETA	71 Stevenson Street, 8th Floor, Room 830 P.O. Box 193767 San Francisco, CA 94119-3767	Don A. Balcer, Regional Administrator	415-744-6650	415-744-6225
U.S. Department of Labor	200 Constitution Ave., NW, Room N-4649 Washington, DC 20210	James Van Erden, Administrator Office of Work-Based Learning		
Westinghouse Hanford Company	1100 Jadwin Avenue, MS-83-07 Richland, WA 99352	J. G. Cassady		
Westinghouse Electric Corp.	W Gateway Building, Room 704 11 Stanwix Street Pittsburg, PA 15222	Bruce Jones		
				
Military Production Network	236 Massachusetts Avenue, NE, Suite 500 Washington, DC 20002	Stephen Schwartz		

## Appendix B

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# Notice to Contractor Employees



TO: All Employees April 27, 1993  
FROM: Peter Zavattaro, B2-10  PHZ-93-100  
SUBJECT: BUDGET UNCERTAINTIES

Budget uncertainties continue to be our foremost concern this year. Factors such as the downsizing of U.S. defense programs, the priorities of the Clinton administration, and last year's Hatfield Amendment (which will most likely lead to a test ban in October 1996) have compelled us to closely monitor costs and prepare for expected reductions in funding and work. EG&G/EM has already taken steps to balance its FY93 program. Although some layoffs have occurred, we are still trying to retain as many of our people as possible; for example, of the people recently targeted for layoff, we were able to transfer 23 to other jobs.

DOE and its contractors are planning several more actions for this fiscal year. First, DOE will notify local Nevada officials that up to 300 DOE contractor workers at the Nevada Test Site, at support facilities in Las Vegas, and at several other locations outside Nevada may be laid off during the second half of FY93. EG&G/EM's share of that number, which is a worst-case estimate, would be 60 people. As in the past, we will be working to reduce that number by developing new work, maximizing internal transfers, and reducing non-labor incremental costs. Such efforts have proven successful in the past. In addition, the DOE/NV contractors will establish a joint employee/management transition committee for workers affected by a RIF. This committee will coordinate community resources to help displaced workers find jobs, appropriate training or retraining, and community services to facilitate reemployment.

We are positioning ourselves to be more competitive, and the cost savings realized through the temporary wage and salary freeze is helping in the transition to this end. In conjunction with DOE and other contractors, we will also continue to pursue alternate uses for the Nevada Test Site and the Company's broad-based core technologies, an action which should prove a significant help as our traditional budget sources continue to be reduced.

For FY94, it appears that we will have adequate funding for the projected workforce. The resumption of testing after a nine-month moratorium is the primary driver for these improved budgets. Beyond that, I have no predictions. Although the Company is taking other steps to help position itself for a more competitive future, there are no guarantees these actions will be successful. If you read the papers as I do, you realize that, overall, the future of EG&G/EM depends on many factors beyond our control.

For now, I ask each of you to help the Company's efforts by monitoring and controlling costs in your respective areas. Procurements, group buys, optional training, and other purchases and expenditures should be reviewed carefully for need, and reduced wherever possible. By working together, we may be able to save several more jobs and ensure our workforce comes out of the present budget situation with minimal impact.



## Reynolds Electrical & Engineering Co., Inc.

### MEMORANDUM

To Distribution D  
From *for* D. L. Fraser *HLF*  
Date April 28, 1993  
Subject NEVADA TEST SITE (NTS) AND LAS VEGAS OPERATIONS  
PERSONNEL REDUCTION IN EMPLOYMENT

In order to meet our budget requirements for the remainder of Fiscal Year 1993, we are conducting a reduction in employment of selected personnel assigned to the NTS and the Las Vegas operations. The precise transition schedule and, therefore, the precise reduction-in-employment schedule are not presently known. However, it is anticipated that these actions will occur between August and September 30, 1993 and will result in the possible reduction in employment of 150 employees.

It is possible that some of these employees could be placed in other positions at the NTS or Las Vegas operations, but that number of employees will be limited. Procedures are in place to handle these transfers. Employees should bid on available positions by calling the Human Resources Department Recruiting and Employment Section at 295-1900.

We will be accepting voluntary reductions in employment for selected job classifications from April 26 through September 30, 1993 to be effective on a case-by-case basis through this time period. Employees interested in volunteering for the reduction should contact their supervisor for information.

To ease the effects of the layoff, REECo will be forming an Employee Transition Committee. Their role will be to develop plans over the next several months to provide job search training, job development, and other career transition services that the impacted employee may need. A future memo will provide more details on the Committee's role and progress.

I will keep you informed on further developments as they happen. If you have any questions, please do not hesitate to call the Human Resources Department Office at 295-2260.

DLF:DSP:pw

TOTAL QUALITY IS OUR BUSINESS

REECo

AN EDC COMPANY

Raytheon Services Nevada  
Memorandum

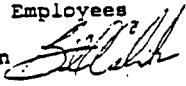
Organization: Executive Office  
Summerlin - M/S 580

Date: April 28, 1993

Contract No.: DE-AC08-91NV10833

To: All RSN Nevada Employees

File No.: 1000.

From: Bill W. Colston 

Corres. No.: EO:HUR:283:93

Subject: INFORMATIONAL BULLETIN: NTS EMPLOYMENT---WHAT'S HAPPENING NOW AND PLANS FOR THE FUTURE

Short-term Plans (FY 1993)

It is expected that the DOE community work force will experience reductions of several hundred workers. These include employees located at support facilities in Las Vegas and at several locations outside Nevada. The reductions will take place prior to the end of the current fiscal year. Reductions at RSN will be minimal, and some will evolve through normal attrition.

The DOE and its contractors, through joint employee-management committees, are consulting with state and local governments, schools, and community groups to develop plans to minimize the impact on displaced workers. Present plans include training, relocation, skills assessment, and educational benefits. RSN will vigorously participate in all community restructuring activities.

Intermediate and Long-term Plans (FY 1994-FY 1996)

At the present time, we expect limited testing to continue. In my March 15 memo to you on RSN restructuring and consolidation, I also mentioned that several important, new programs were under consideration for placement at the Nevada Test Site, most of which were of a technical nature and would increase RSN's support at the NTS. These programs include, but are not limited to, the Environmental Restoration Program and new missions for the NTS. RSN will share in this growth.

I am very pleased with the positive manner in which our employees have responded to our goal of providing the best possible services to our customer. I will continue to keep you informed throughout this important transition.

BWC:DJH:lrc

RSN 108 (10/91)

# **Appendix C**

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## **State of Nevada Governor's Dislocated Worker Assistance Program**

# State of Nevada

## GOVERNOR'S DISLOCATED WORKER ASSISTANCE PROGRAM

### Program Goals

- To promote advance notice and early intervention to closures.
- To encourage and support employers in taking a positive approach to closures.
- To create an environment for management and employees to communicate with each other and to work together in meeting each others needs.
- To maximize the resources of the company, the community, and the public sector in a coordinated effort.
- To maintain an updated comprehensive list of all laid-off employees that indicates each person's status for seeking reemployment.
- To place at least 75 percent of those employees seeking reentry into the labor market into employment or training activities.
- To coordinate closely with the Governor's Job Training Office, the Rapid Response Central Office, the Private Industry Councils, the local job training agencies, and the local elected officials.
- To enhance job placement activities by utilizing the company's business network.
- To develop a final report on the committee's activities.

### Employee Transition Committee Role

- To help workers reenter the labor force.
- To serve as a liaison with service deliverers.
- To serve as an advocate for the workers.
- To coordinate and monitor the adjustment effort.

### Committee Objectives

- To coordinate and participate in an information workshop for the employees.
- To complete an employee survey and participate in the design of a service strategy based on the results.

### Committee Chair

The Chairperson will:

- Conduct meetings
- Direct activities
- Make assignments
- Monitor work assignments
- Promote consensus and participation

### Information Workshops

Employees should receive information about:

- Employee Transition Committee
- Community services
- Jobs and training
- Financial management
- Stress management

## Description

# EMPLOYEE TRANSITION COMMITTEE

### Establishment of an Employee Transition Committee

Under the Dislocated Worker program, a State Dislocated Worker Office has been created within the Governor's Job Training Office. This office is responsible, as part of its rapid response and early intervention function, for selecting layoff or closure events appropriate for the establishment of an employee transition committee.

The selection process will be based on such factors as the willingness of the company and employees to participate and the absence of collective bargaining activities. Priority will be given to those businesses that provide a 90-day pre-layoff/closure notice.

Following selection, the Governor's Job Training Office contacts the company management to recommend establishment of an employee transition committee. Recommendation will also be made concerning appointment of a neutral committee chairperson, with final approval resting with the committee. State office representatives and a company official will then formally establish the committee, coordinate the development of an agreement, and assist in the initiation of its activities.

### Purpose

An Employee Transition Committee (ETC) is a form of rapid response assistance voluntarily organized to respond to present or prospective worker dislocation.

In cooperation with the Governor's Job Training Office, Nevada Employment Security Department, local job training agencies and other appropriate community agencies, the Committee will develop a program providing reemployment services for workers losing (or who have lost) their jobs.

### Composition

Ordinarily, the Committee is comprised of employee and management representatives—participating in a shared and equal manner.

A neutral chairperson, not employed by or under contract with the company, can be selected by the company, its employees or as a joint effort. The

chairperson will oversee and guide the activities of the Committee and provide advice and leadership.

### Activities

The Committee's activities depend on the conditions of the closure or layoff and could include the development of human resource adjustment plans, organizing transition/displacement workshops, serving as a liaison with employment and training service providers, promoting job development and placement, and monitoring the outcome of the reemployment-employment activities. The Committee could develop and conduct an employee survey which could include information about the employees' skills and career goals. Additionally, the Committee could use its business and employee contacts to enhance job placement efforts.

It is anticipated that the Committee will coordinate and use the services provided by the dislocated worker service offices (JOIN in the North and NBS in the South). The Committee may also coordinate its activities with the Governor's Job Training and Dislocated Workers Office, the State Job Training Coordinating Council, the Private Industry Councils, and the local elected officials.

It is important to note that early intervention and organization of the Committee will facilitate a smoother adjustment for the company and the employees. All parties impacted by closures and layoffs will benefit if the Committee can begin activities before the event.

It should also be stressed that the Committee will not become involved in collective bargaining. The Committee chairperson will suspend all discussions with management and employees, as well as all activities of the Committee, when collective bargaining is taking place or if an industrial dispute arises.

### Operating Support

The Committee will be supported with JTPA Dislocated Worker funds and contributions (cash or in-kind) from the company, the union, employees, or other sources. Federal and State contributions will be governed by cost limitations identified as dislocated worker activities.

# RAPID RESPONSE TEAM

## Employee Transition Committee Resources

Agency	Name	Title	Phone	Fax
Neutral Chairs	Murray Westgate	Neutral Chair for Mercury C (cellular), V (voice), R (residence)	367-5800 371-0817 C 225-3309 V 451-3101 R	451-7249
	David Hoggard	Neutral Chair for Las Vegas	564-7484 ext. 260	643-6427
Governor's Job Training Office and Displaced Worker Office	Janet L. Pirozzi	State Coordinator	687-4310	687-3957
	Harriet Schaller	State Assistant Coordinator	687-4310	687-3957
Rapid Response Central Office and Employment Security	James Mason	Program Coordinator	687-4618	
	Tamara Nash	Assistant Program Coordinator	687-4618	
	Vincent Zarrelli	Southern Nevada Coordinator	486-3475	486-3470
Unemployment Insurance	Ross Whitacre	Assistant Chief of Benefits & Payments	687-6106	
Nevada Business Services—Southern Nevada	Arneller Mullins	EDWAA Customer Service Representative	384-8111	384-2743
	Lenore Felix	EDWAA Customer Service Representative	384-8111	384-2743
	Bill Reuss	EDWAA Customer Service Representative	384-7618	
Job Opportunities in Nevada—Northern Nevada	Tina Nappe	Director	785-6106	
	Barbara Marke	Job Developer	785-6106	
Consumer Credit Counseling Services—Southern Nevada	Michele Johnson	Executive Director	364-0344	
	Rikka Lunde	Education Director	364-0344	
AFL/CIO	Shari Thomas	Labor Coordinator	387-3347	385-4410
United Way	Barbara Drake	Agency Relations Director, Northern Nevada	322-8668	
	David Jayo	Agency Relations Director, Southern Nevada	734-2273	

## **Employee Transition Committee Agreement**

As a result of announced Department of Energy contractor work force reductions and consultations between the U.S. Department of Energy and the Governor's Job Training Office, agreement has been reached to use the services of the Governor's Dislocated Worker Assistance Program and establish two (2) Employee Transition Committees to help the DOE and its contractors carry out the work force restructuring requirements of Section 3161 of the Defense Authorization Act of 1992.

The Committees' primary goal is to assist workers dislocated by the layoff to reenter the work force.

The Committees will serve as advocates for the dislocated workers, will act as liaisons with service deliverers, and in conjunction with DOE contractors will monitor the outcome of the reemployment effort.

The Committees' work activities will be in support of the following objectives:

- Provide outplacement assistance to displaced employees of EG&G Energy Measurements, Inc.; Reynolds Electrical & Engineering Co., Inc.; and Raytheon Services of Nevada.
- Coordinate and participate in an information workshop for the employees.
- Obtain suggestions from employees about retraining and employment services and participate in the design of a service strategy based on the results.
- Maintain an updated comprehensive list of all laid-off employees that indicates each person's status for seeking employment.
- Place at least 75 percent of those employees seeking reentry into the labor market into employment or training activities.
- Coordinate closely with the Governor's Job Training Office, the Rapid Response Central Office, Nevada Business Services, the AFL-CIO Labor Coordinator, and community-based organizations.
- Enhance job placement activities by utilizing the business networks of the companies and the community.
- Develop a final report on the committees' activities.

The DOE and contractors agree to provide release time for Committee members while they are employed by the company.

The Governor's Job Training Office will reimburse a number of committee members who have been laid off by the company, for services rendered after the layoff. Reimbursement will be with Job Training Partnership Act Title III funds and will be through an Employee Services Agreement (Independent Contract) with each committee member.



This Agreement is entered into by the Governor's Job Training Office, DOE, and the associated labor unions and is effective the \_\_\_\_\_ day of June, 1993.

**Governor's Job Training Office**

\_\_\_\_\_  
Barbara Weinberg, Director

\_\_\_\_\_  
Department of Energy Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
AFL-CIO Labor Coordinator

\_\_\_\_\_  
Date

REEC Co  
EMPLOYEE TRANSITION FORM

NAME: \_\_\_\_\_ SSN \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

AGE: \_\_\_\_\_

RACE: \_\_\_\_\_

SEX: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Education: Years Completed  
6-9 10-11 12 13 14 15 16 17+  
GED BA BS Masters+

REEC Co JOB TITLE: \_\_\_\_\_

SALARY: \_\_\_\_\_

YEARS W/COMPANY \_\_\_\_\_

COMMITTEE MEMBER? YES/NO  
SURVEY COMPLETED? YES/NO

Labor Union Affiliation: \_\_\_\_\_

ACTIVITIES ATTENDED:

RIF Orientation \_\_\_\_\_  
Labor Market Info \_\_\_\_\_  
Job Search Workshop \_\_\_\_\_  
Resume Writing \_\_\_\_\_  
Skills Assessment \_\_\_\_\_  
Community Resource \_\_\_\_\_  
Information W/S \_\_\_\_\_  
Job Fair \_\_\_\_\_

OTHER SERVICES:

On the Job Training \_\_\_\_\_  
Classroom Training \_\_\_\_\_  
\_\_\_\_\_

(Please list college or school and programs)

Relocation \_\_\_\_\_

NEW JOB TITLE: \_\_\_\_\_

SALARY: \_\_\_\_\_

COMPANY: \_\_\_\_\_

## **Press Release**

### **EMPLOYEE TRANSITION COMMITTEE TO HELP DISLOCATED WORKERS**

The Department of Energy (DOE) contractors, its association labor unions and Governor Bob Miller announced today the formation of two joint labor-management committees to assist the job search and retraining efforts of employees to be affected by the downsizing at the Nevada Test Site.

Employee Transition Committees were organized for the Mercury and Las Vegas locations to coordinate community resources to help . . .

Murray Westgate, Information Specialist for the Corporate Communications Department, Nevada Power Company, will serve as chair of the Mercury committee and David Hoggard, Interim Associate Dean for the Industrial and Service Technologies Division of the Community College of Southern Nevada, will lead the Las Vegas committee. The committees are comprised of representation from the labor unions involved (see list below), management, and hourly employees.

Nick C. Aquilina, Manager of DOE's Nevada Operations Office, said, "We want to do everything we can to minimize impacts on workers laid off because of budget cuts. These workers have been committed to the defense of this country and we owe them all the support this coordinated effort among state and federal agencies will provide. We also plan to offer a full range of outplacement services to all affected employees."

#### **ETC Labor Union Representation**

Culinary Workers Local 226  
Teamsters Local 631  
Operating Engineers Local 12  
Laborers Local 872  
IBEW Local 357  
Carpenters 1780  
Painters 159  
Plumbers & Pipe Fitters Local 525  
Sprinkler Fitters Local 669  
Sheet Metal Local 88  
Plasterers and Cement Masons Local 797  
Asbestos Workers Local 135  
Iron Workers 155, 416, 433  
Elevator Constructors Local 18

## MODEL FIRST NOTICE TO EMPLOYEES

Since the announcement of the REECo work force reduction, we have agreed to form an employee transition committee to provide assistance to all employees affected by the layoff.

The main task of this committee will be to find the best possible training opportunities and jobs for you at the highest wages available in the shortest time.

The committee will have the following employees as members:

_____	Phone _____
_____	Phone _____
_____	Phone _____
_____	Phone _____

Representatives from REECo, the Governor's Job Training Office, the Rapid Response Office, Nevada Employment Security Department, and the Dislocated Worker Labor Coordinator will participate in committee meetings. We expect to be able to receive training and other services from these agencies.

\_\_\_\_\_ was selected to serve as chair from a number of candidates. She/he is . . . She/he will act as facilitator and coordinator of the committee.

The committee will be developing plans over the next few months to provide job search training, job development, and other services that you may need. We have attached a copy of an employee survey to help us put together a program that reflects your needs. Please take the time to fill it out and return it to (a place or committee member). If you have any questions about the survey or about the committee, please let one of us know.

This is not easy for any of us. But there is life after REECo. With cooperation and hard work from as many of us as possible, we can make that life a better one.

(signatures of committee members)

_____	_____
_____	_____
_____	_____
_____	_____

## **FORMATION OF AN EMPLOYEE TRANSITION COMMITTEE IN NEVADA**

When there is a substantial layoff or closure, it is beneficial to establish a committee that coordinates the various state, local, and federal resources that provide the needed reemployment services for the employees. Although each plant closing or layoff has its own unique set of circumstances, the steps presented here suggest a typical sequence. Several steps can be accomplished during each meeting, and this entire process can be completed in three or four short meetings.

When it becomes apparent that a committee will be formed, a formal agreement between the parties should be developed and signed. This agreement, which carries no penalties for noncompliance, establishes and empowers the committee. Management, labor, and the state/labor representative will then develop a list of potential chairs. The committee reviews the list and begins the selection process.

The committee's primary purpose is to help the employees find new jobs. However, there may be additional objectives not readily apparent. Through discussion, the group will achieve consensus on its purpose and objectives, and this will help labor and management set realistic guidelines.

## HOW THE EMPLOYEE TRANSITION COMMITTEE FITS IN

STATE COORDINATOR/RAPID RESPONSE TEAM  
and  
AFL-CIO LABOR COORDINATOR

RAPID RESPONSE TEAM  
and  
AFL-CIO LABOR COORDINATOR  
provide:  
\* information  
\* access to resources  
\* coordination  
\* technical assistance  
for federal, state, and  
local programs

### EMPLOYEE TRANSITION COMMITTEE

#### Key Activities

EMPLOYEE  
NEEDS AND >>>  
CONCERNS

- \* Selects neutral chair
- \* Identifies lead organization
- \* Collects information on employee needs
- \* Identifies financial and community resources
- \* Develops a communication plan
- \* Acts as employee advocate
- \* Determines services to be provided
- \* Determines who will deliver services
- \* Develops and approves program design
- \* Develops final report

COMMUNICATION  
>>> TO THE LOCAL  
COMMUNITY

COMPANY  
NEEDS AND >>>  
CONCERNS

The Employee Transition Committee is  
the focal point for transition services  
and communications.

ONGOING  
PROGRAM  
OVERSIGHT

## COMMITTEE ROLES AND RESPONSIBILITIES

The employer and employee representatives are equal partners. Together with the neutral chair, they share the responsibility of making this approach work. They are involved in the planning, design, and operation of the transition program. In addition, they have oversight responsibility for the entire effort.

Technical assistance and support for the Committee is provided by the State Coordinator who acts as a liaison between the Committee and local/state programs and services.

Committee effectiveness depends on its independence and integrity. Those involved must feel a strong sense of ownership for the program and demonstrate honesty. This commitment will help build trust and worker acceptance for the program. To be effective, the Committee should:

**Avoid conflicts of interest:** Direct involvement in collective bargaining and/or phase-out negotiations must be avoided. However, the Committee can serve in an advisory capacity on issues related to transition services. Equally as important, the chair should be neutral and not associated with a service provider or a business that could benefit by providing transitional services.

**Develop consensus:** By building a consensus based decision-making process, the program will reflect the mutual needs of the company and the workers. Any member can initiate action or discussion, but the result should always be a mutual decision and/or position.

**Appoint a spokesperson:** To avoid confusion, a spokesperson should be appointed especially to deal with the media. The spokesperson's responsibility is to report only what is based on fact and what has been agreed to by consensus.

**Observe strict confidentiality:** Because many sensitive issues will be discussed, discretion and confidentiality must be maintained.

## THE NEUTRAL CHAIR'S ROLES AND RESPONSIBILITIES

Neutral chairs help Committees function effectively and avoid potential conflicts of interest. The chair, a key element to the Committee's success, should be selected with care. Complete awareness and acceptance of the program's purpose is essential.

The neutral chair is someone who:

- Knows the local employers and labor market
- Helps establish the independence of the Committee
- Gives company and union officials confidence that fair representation will be maintained
- Maintains a focus on the workers
- Manages the meetings and keeps the group on-task
- Provides independent thinking in the development of policies and operational plans, and
- Offers accountability to the federal and state government

General management of the Committee is critical. The chair helps the members identify their areas of responsibility and their relationship with the overall program. The chair ensures that the group functions in a manner consistent with the Committee objectives, so that the end result is a successful program. Providing leadership and motivating the members to make a contribution are also important responsibilities. In addition, the chair should:

- Schedule meetings
- Establish agendas
- Assign tasks
- Develop program schedules
- Produce appropriate reports and ensure timely distribution
- Ensure open communication with the members and other key individuals
- Develop cohesiveness within the Committee; and
- Ensure that action-oriented minutes are recorded and widely distributed



## THE MEMBERS' ROLES AND RESPONSIBILITIES

Committee members plan an important role in effectiveness of the Committee. In addition to actively participating during the meetings and accepting and completing their assigned tasks, they should:

**Make a commitment to the program:** The members will have to devote a great deal of time to activities such as regular meetings, making and receiving calls at home, and working long hours. Anyone unwilling or unable to make that commitment should not be asked nor agree to participate.

**Build worker acceptance:** An important responsibility of the members is to help the workers accept the program. Because the workers may be skeptical of programs involving the government and/or the company that is laying them off, the Committee members can help them understand that the services and programs are designed to assist them in finding new jobs. The Committee must be prepared to deal with various degrees of anxiety, anger, depression, and resentment. Openness, straightforwardness, and honesty will help dispel these feelings. The members should not be afraid to say, "I don't know, but let me find out for you."

**Be an advocate:** Despite all the efforts of the program to provide equal access to service and activities, some workers may feel that they have not been treated fairly. The Committee members act as advocates for those workers and ensure that everyone has the same opportunities.

**Identify and deal with rumors:** When rumors develop, it is the responsibility of all the members to either confirm the rumor or prevent it from getting out of control. This situation may occur several times and, unless the rumor ultimately involves confidential information, the facts should be made known to everyone.

**Maintain contact with the workers:** It is important for the members to stay in touch with their co-workers after they leave the plant. Thus, former co-workers can be kept informed about jobs and training opportunities. Follow-up contact also provides time to address special problems people may be encountering in their new job situations. During the life of the program, the program's newsletter should be distributed to all the workers, even those who become re-employed.

In addition to these duties, the Committee can be responsible for the additional administrative activities. The level of involvement in these activities will be determined during the program development process and will be dependent upon community resources and the administrative capability of the lead organization.

As an administrative body, the Committee ensures that:

- Appropriate procedures are followed in the selection of service providers
- Contracts are properly developed and administered
- All subcommittees are provided with specific objectives and time frames within which to complete their task
- Appropriate program, contractual, and financial documentation is available
- All interim status reports are produced and properly distributed
- The lead organization is kept up to date on the Committee's decisions and actions, especially in areas that involve the need for and use of funds, and
- A comprehensive final report outlining all of the activities, outcomes, and observations is prepared when the program is completed.

## PLANNING AND DESIGNING THE PROGRAM

An orientation about the available resources and services is a critical step in designing the program. A thorough survey of resources should be conducted as soon as possible.

The program's purpose is to assist the laid-off workers become re-employed. During the life of the program, the Committee will be confronted with numerous problems, conflicting priorities, and the need to respond quickly to everyone's demands. A process is needed to address the situation in a responsive and organized manner that allows an opportunity to explore the options and make timely and effective decisions.

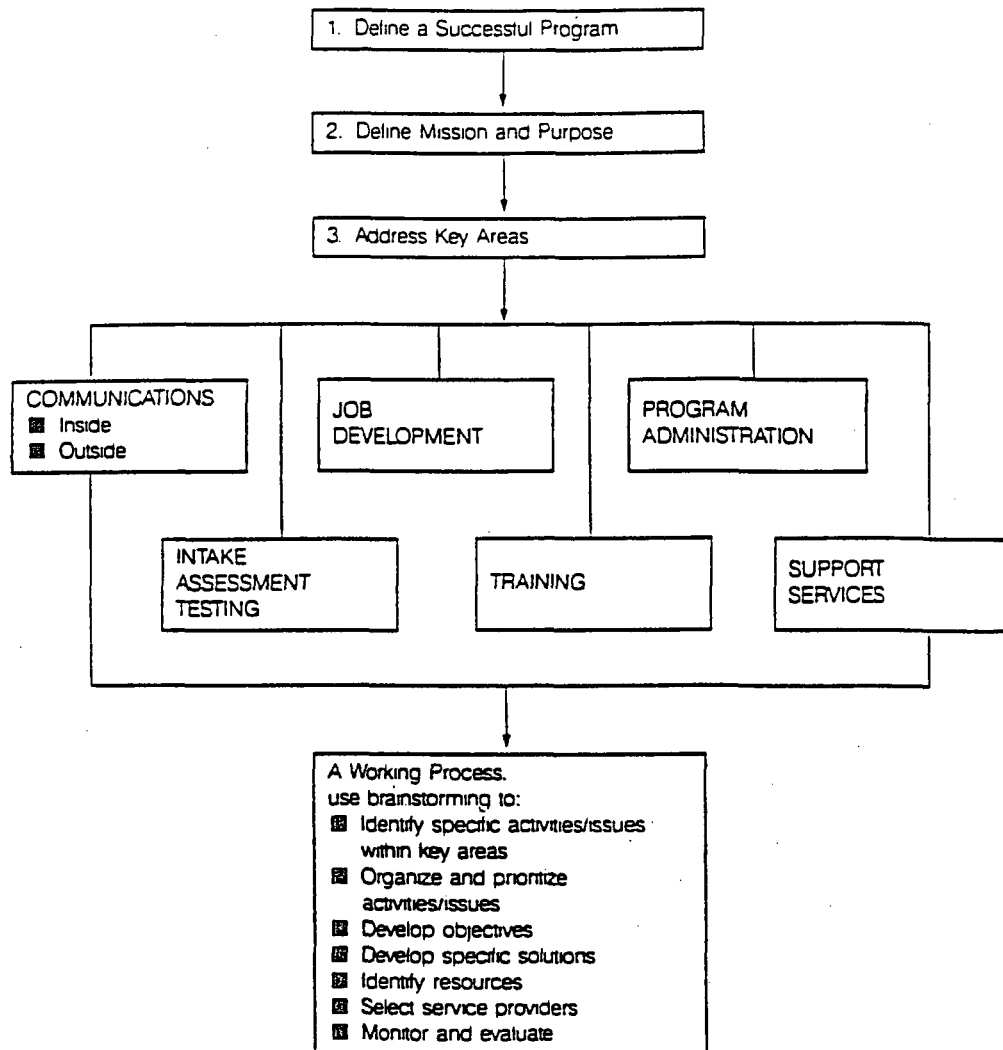
**Define a successful program:** Describe what outcomes and results would demonstrate success. That is your vision.

**Define mission and purpose:** What is the role of the members and chair in achieving this vision?

**Address key areas:** By brainstorming all of the real and perceived problems, the Committee will begin to set its agenda. Six key areas have been identified as applicable to most sites, although the discussion should not be limited to only these areas.

1. **Communications:** A comprehensive communication plan must be developed. It is critical to keep everyone informed about what the Committee is doing and plans to do.
2. **Intake, assessment, testing, counseling:** These are essential services that must be included in the program design. It is important to determine who will provide these services and at what costs.
3. **Job development activities:** A comprehensive job development plan is needed to identify job openings, arrange for resume workshops, and coordinate job search workshops to help employees brush up on their job hunting and interviewing techniques. On-site interviews and job fairs are important components of a comprehensive job development plan. Job clubs should also be formed to help the workers with their ongoing job search efforts.
4. **Training:** Training services are likely to be available from a variety of sources. The role of the Committee is to make available appropriate training services, publicize these services, and encourage the employees to take advantage of these training opportunities.
5. **Program administration:** Because the administration of the re-employment program requires a significant effort, the Committee must determine the extent of their involvement. Minimally, they should ensure that a professional administrative plan is developed and that everyone understands their role. Federal and state agencies require accurate accounts of program funds and reports on program outcomes.
6. **Human services and support services:** Laid-off employees often experience a great deal of stress and anxiety about their future. The result may be an increase in alcohol/drug abuse and other family crises. Because these situations may require professional assistance, the program should include a plan to respond to the need for psycho-social services.

## Planning and Designing the Program



## KEY ACTIVITIES FOR THE COMMITTEE

The following list outlines several key activities for the Committee's involvement:

**Identify the lead organization:** The lead organization will have the responsibility to coordinate the transition process and act as a liaison between the government agencies and the funding sources.

**Collect information on employee needs:** A questionnaire should be developed to identify the needs of the individual employees. The responses are used to formulate and design the re-employment program and determine the number of workers who will participate. The questionnaire should ask about the employees' current skills, retirement plans, and what types of jobs/skills they are interested in obtaining through training.

**Develop a communication plan:** Because communication with the affected workers is crucial to their re-employment efforts, the Committee should develop a newsletter to serve as the foundation of a communication plan. It will contain information on training, meetings, workshops, questions and concerns of the workers, and general information regarding the efforts of the Committee. The newsletter should be distributed on a regular schedule and distribution should continue to all of the workers regardless of when they have become re-employed. A central location should also be identified for distribution of announcements and additional information. The plan must include strategies for both internal and external communication.

**Identify financial resources:** As noted earlier, the primary source of funds is the JTPA Title III program. Whereas states receive these funds on a year-to-year basis from the federal government, if those funds have already been spent or obligated elsewhere, it will be necessary to apply for supplemental funding. This process usually takes 45 to 60 days. The available funding will affect the range of services offered. It is therefore critical to begin this process, with the assistance of the lead organization immediately after the formation of the Committee.

**Identify transferable skills:** People who have been employed most of their adult lives may have a wide variety of skills that will be directly transferable to other occupations. Company personnel working in cooperation with employment and training professionals help the Committee identify the core set of transferable skills of the work force. Program staff work individually with the employees to help them recognize their personal transferable skills and the applicable occupations.

**Establish a database:** It is extremely important to establish an accurate database if it is not available from the lead organization. This database will be used throughout the program to keep track of the status of the workers as they move into, through and out of the re-employment activities. It is also used to keep track of those who are not accessing services, which will help the Committee determine if there is resistance to participating or perhaps some type of service is needed which is not being offered. If the database is not set up in the early stages of the program, reconstructing events at a future date may be difficult, if not impossible.

**Identify community leaders:** Establish a good working relationship with local government and community leaders to provide information on resources available within the community. They can also help design the re-employment program and eliminate duplication.

**Identify activities and service providers:** A full analysis of the worker needs and the funds and services available must be completed prior to identifying the activities and designing the program.

**Plan the job development strategy:** A comprehensive job development strategy includes the following: job fairs, on-site interviews, local employment agency services, job clubs, and exploration of the hidden job market.

The Committee should make a concerted effort to explore the hidden job market. A list of potential employers and contacts should be developed with reference to the company's associates, local business directories, and Chamber of Commerce listings. When the list of potential employers is completed, a letter is sent to a select group who will most likely use the skills of the affected workers. The letter should be directed to the general manager of plan manager of the companies being solicited. The letter advises the potential employer of the impending layoff and gives a general profile of the work force. This is a useful approach, since most of the available jobs are never advertised but instead are filled by personal referral or by people making direct application. It is then the responsibility of the worker to apply and interview for the available positions. This process should be repeated when the initial leads are exhausted.

Where skill levels are low, a concentrated effort to encourage the workers to participate in training and skill upgrading programs should be made. Local and state agencies, educational institutions and related groups can also be very useful in assisting workers to pursue new jobs and careers.

In smaller communities with a limited industrial base, it may be important to explore job creation programs that might accelerate expansion of an existing business or help to establish a new business. In this event, the involvement of community leaders should be sought as soon as it is apparent that this is a strategy the Committee may wish to pursue. In implementing a strategy of this nature, the Committee should take considerable caution in order not to raise the worker's expectations to a level that cannot be met.

**Establish a transition center:** If possible, a transition center for the workers should be set up on company grounds. The center should include employment advertisements from newspapers, reading material from local schools and employment information available through the lead organization as well as job leads developed by the Committee. The center should be equipped with all the materials necessary to assist the workers in conducting their job searches. Sophisticated centers may include video equipment which the workers can use to practice job interviews. It is important to have staff available (normally through the state agencies) who can answer the technical questions on unemployment insurance benefits and government programs. Committee members should spend time at the center. Workers seeing familiar faces decreases some of the anxiety associated with job change and enhances the feeling that "the Committee is working for me."

The Committee should remain active until the majority of workers have been re-employed. This period can be from three to twelve months after the layoff. A final report should be developed to document the Committee activities, the program, and the outcomes.

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Information excerpts from: *Workforce Reduction Committees* and U.S. Department of Labor - Region I, State of Vermont, and National Alliance of Business. 1988.

**REEC<sub>o</sub>**  
**EMPLOYEE SURVEY**

NAME \_\_\_\_\_ SEX \_\_\_\_\_ AGE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
Street City State Zip

SOC. SEC. # \_\_\_\_\_ HOME PHONE \_\_\_\_\_ DEPT \_\_\_\_\_

JOB TITLE/DUTIES \_\_\_\_\_

# HOURS WORKED PER WEEK \_\_\_\_\_ VETERAN (yes/no) \_\_\_\_\_

RACE: Caucasian \_\_\_\_\_ Oriental \_\_\_\_\_ Hispanic \_\_\_\_\_ American Indian \_\_\_\_\_ Black \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_  
Name Phone Number

**EDUCATION:**

\_\_\_\_\_ Less than high school?  
\_\_\_\_\_ High school graduate or GED?  
\_\_\_\_\_ Technical or trade school?  
\_\_\_\_\_ Some college?  
\_\_\_\_\_ College graduate?

**PLANS AFTER CLOSURE:**

\_\_\_\_\_ Vacation? How Long? \_\_\_\_\_  
\_\_\_\_\_ Retirement?  
\_\_\_\_\_ Moving?  
\_\_\_\_\_ Employment in same occupation?  
\_\_\_\_\_ Employment in another field?  
\_\_\_\_\_ Please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date you will be available for work? \_\_\_\_\_

Current wage: \$ \_\_\_\_\_ Minimum wage you will accept: \$ \_\_\_\_\_

**COMMENTS:**

Would you like the committee's help in finding a job? \_\_\_\_\_  
If you could be hired and trained by a local employer, what kind of  
occupation would interest you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other comments: \_\_\_\_\_  
\_\_\_\_\_

Many services will be available to you during this period of transition. Please complete the following information so the REECO Employee Transition Committee may be of better service to you, our fellow employees. (Check all that apply.)

- \_\_\_\_\_ LOCAL LABOR MARKET INFORMATION
- \_\_\_\_\_ DEVELOPING A PROFESSIONAL RESUME
- \_\_\_\_\_ HOW TO DEVELOP MY OWN JOB LEADS
- \_\_\_\_\_ HOW TO INTERVIEW CONFIDENTLY
- \_\_\_\_\_ UNEMPLOYMENT INSURANCE
- \_\_\_\_\_ VOCATIONAL SKILLS TESTING
- \_\_\_\_\_ FINANCIAL COUNSELING
- \_\_\_\_\_ FAMILY COUNSELING
- \_\_\_\_\_ COMMUNITY SERVICES (FOOD STAMPS, ETC.)
- \_\_\_\_\_ CHILD CARE
- \_\_\_\_\_ JOB FAIR
- \_\_\_\_\_ RETIREMENT BENEFITS/PLANNING
- \_\_\_\_\_ HEALTH CARE/COBRA OPTIONS
- \_\_\_\_\_ CIVIL SERVICE JOB OPPORTUNITIES
- \_\_\_\_\_ VETERAN'S BENEFITS

I am interested in upgrading my skills in another field and would like information on the following:

- \_\_\_\_\_ G.E.D. OR HIGH SCHOOL DIPLOMA PROGRAMS
- \_\_\_\_\_ VOCATIONAL OR TRADE SCHOOL OPPORTUNITIES
- \_\_\_\_\_ FINANCIAL AID FOR EDUCATION
- \_\_\_\_\_ WHAT KIND OF TRAINING CAN THE "DISLOCATED WORKER PROGRAM" APPROVE?
- \_\_\_\_\_ THE FIELD I AM MOST INTERESTED IN SUCH AS:  
Bookkeeping, Mechanics, Computers, etc.

The information in this survey will be kept strictly confidential. Please return this survey to Personnel no later than \_\_\_\_\_.

CHRM/HRD (R)  
CHRM/HRD (RF)  
MGR (RF)

CHRM/  
HRD:  
AGONIA  
DATE:

JUN 11 1993

P. H. Zavattaro, General Manager, EG&G/EM, Las Vegas, NV  
D. L. Fraser, General Manager, REECO, Las Vegas, NV  
B. W. Colston, General Manager, RSN, Las Vegas, NV

HRD  
TRUAX  
DATE:

NEVADA TEST SITE (NTS) AND RELATED WORK FORCE REDUCTIONS

As a result of announced Department of Energy (DOE) contractor work force reductions and consultations between the DOE and the Governor's Job Training Office, agreement has been reached to use the services of the Governor's Dislocated Worker Assistance Program to assist workers dislocated by the layoffs. To this end, it has been agreed that two (2) employee transition committees will be formed to help DOE and contractors carry out the work force restructuring requirements of Section 3161. A draft copy of the agreement that will soon be executed by the parties is enclosed for your information.

D/AAMA  
AGONIA  
DATE:

The state of Nevada has recommended that the DOE and contractors form a NTS committee of some 15-20 members and a Las Vegas committee of some 10-12 members. Committee members should be representative of the projected work force to be displaced and be provided release time to carry out the activities of the committees over the next several months.

AAMA  
POWERS  
DATE:

State officials have requested that the committee members be invited to an initial training session of approximately three hours on June 17 at the NTS, and June 18 in Las Vegas. These training sessions will be facilitated by state and associated state agency personnel. Staff from the DOE Nevada Operations Office, Human Resources Division, will work with your staff to arrange for the formation and training of these committees.

D/MGR  
NELSON  
DATE:

Your support for this activity, which is critical to the successful implementation of the work force restructuring requirements of Section 3161 and Departmental guidelines, is appreciated.

MGR  
AQUILINA  
DATE:

Original Signed By

Nick C. Aquilina  
Manager

HRD/CHRM:BA

CHRM/HRD  
SECRETARY  
5-1004

Enclosure:  
As stated

ba\3161.con  
06/07/93

DOE F 1325.10  
(5-88)

OFFICIAL FILE COPY

\*U.S. GPO: 1989-230-881



UNCLASSIFIED

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U.S. DEPARTMENT OF ENERGY  
TELECOMMUNICATION MESSAGE

PAGE 1 of 2 PAGE(s)

Precedence Designation Action Addressee(s):	ROUTINE	PRIORITY	*—EMERGENCY USE ONLY—*	IMMEDIATE	OFFICIAL BUSINESS
Info Addressee(s):	ROUTINE	PRIORITY		IMMEDIATE	Signature: <u>Dora Williams</u> Date: <u>6-9-93</u>
From: Mitzi Anderson HUMAN RESOURCES DIVISION CONTRACTOR HUMAN RESOURCE MANAGEMENT BRANCH DOE NEVADA FIELD OFFICE LAS VEGAS, NV					FOR COMMUNICATION CENTER USE MESSAGE IDENTIFICATION
<p>TO:</p> <p>A. G. Gerry, Manager, Human Resources, EG&amp;G/EM, Las Vegas, NV (Fax No: 5-0351) E. L. Lewis, Manager, Human Resources, REEC Co, Las Vegas, NV (Fax No: 5-2071) Dennis Hallingstad, Human Resources, RSN, Las Vegas, NV (Fax No. 4-1485)</p> <p>EMPLOYEE TRANSITION COMMITTEES (ETCs)</p> <p>The State of Nevada will conduct the initial meetings of the ETCs next week, as follows:</p> <p>Thursday, June 17 - NTS, Mercury Movie Theater 1 p.m. - 4 p.m.</p> <p>Friday, June 18 - North Las Vegas, EG&amp;G/EM, Building C-1 Conference Room B 2nd Floor 8:30 a.m. - 11:30 p.m.</p> <p>Attached is the break-out of representatives suggested by the State for each of your facilities.</p> <p>The ETCs will hear presentations on the dislocated worker program by the Job Training Partnership Administration, Nevada Business Services, and the State Rapid Response Team.</p> <p>Please advise this office as soon as your ETC representatives have been selected and notified of the meetings.</p>					
Originated By: Mitzi Anderson Telephone: (702) 295-1006 M/S: 505/CHRMB/HRD					Fax: (702) 295-2367 Verify: (702) 295-3471

EMPLOYEE TRANSITION COMMITTEES

	<u>Contractor</u>	<u>Management</u>	<u>Union</u>
NTS	RSN	1	1
	REEC <sub>o</sub>	1	8
	TTR	3	3
	EG&G/EM	2	
	TTR	<u>1</u>	
		8	<u>12</u>
NLV	RSN	2	
	REEC <sub>o</sub>	1	
	EG&G/EM	<u>8</u>	
		12	

NOTE: "Management" refers to all non-union; a cross-section of management, supervisory, professional, technical & clerical.

I N T E R O F F I C E   M E M O R A N D U M

Date: 23-Jun-1993 10:52am PDT  
From: Mitzi Anderson  
ANDERSON\_M  
Dept: HRD  
Tel No: 295-1006

TO: Bob Agonia

( AGONIA\_BJ )

Subject: ETC NEUTRAL CHAIRS

NEUTRAL CHAIRS WERE ELECTED BY THE ETCs AS FOLLOWS:

NTS (MERCURY) - MURRAY WESTGATE, INFORMATION SPECIALIST, NEVADA POWER CO.  
ALTERNATE - CAROL HERRINGTON, HR MGR, CASHMAN EQUIPMENT CO.

NLV - DAVID HOGGARD, ASST. TO THE VP FOR ACADEMIC AFFAIRS, CCSN  
ALTERNATE - CAROL HERRINGTON

## **Appendix D**

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### **Employee Transition Committee**

Worker Transition Committees

EG&G/EM			REECo				RSN			
NTS Committee										
Name	Position	Tele #	Name	Position	Bargaining Unit	Tele #	Name	Position	Bargaining Unit	Tele #
Al Moeller	Tech Supervisor	5-2520	Lee Borgeson	Support		5-7540	Dwight Burch	Field Inspector	Operating Eng.	5-7268
Gerald Bles	Senior Technician	5-3712	Gail Bridgewater	Adm Div		5-6511				
Richard Sauer	Senior Technician	5-3440		Labor Relations		5-6989				
			Duane Hall	Trk Drv Frm	Teamsters	5-3808				
			Patrick Clancy	Saw Opera	Carpenters	5-3672				
			Bobble Pace	Iron Wrk Frm	Iron Workers	5-3545				
			James Harvey	Heavy Duty Repairman	Operating Engineer	5-3537				
			Doug Haan	Hd Srv Att	Culinary	5-6425				
			Paula Schillingo	Laborer III	Laborer	5-3672				
			Larry Haywood	Wireman Frm	Wireman	5-3751				
			B. Vasconl							
Las Vegas Committee										
Name	Position	Tele #	Name	Position	Bargaining Unit	Tele #	Name	Position	Bargaining Unit	Tele #
Larry Crim	Senior Technician	5-3289	Arnold Fowkes	Qual Ass Sect Chief		5-7106	Ken McGuire	Quality and Inspection		5-6663
Lee Davies	Department Manager	5-2519		Admin Div. Chief Clerk		5-2086	Pat Bolling	Employee Assistance Specialist		4-1497
Don Hermansen	technical Supervisor	5-2743	Diane Case				Ann O'Donnell	Sr. Training Specialist		4-5435
Janice Langley	Technician III	5-8677								
Joe Madrid	Project Manager	5-7041								
Anne-Marie Manners	Senior Admin Assistant	5-8036								
Dawn Merritt	Communications specialist	5-5792								
Jackie Smith	Prf. assurance Admin II	5-2507								
Donald Tyler	Material Handler II	5-2750								
Pat Ulom	Admin Staff Assistant	5-5321								

# DOE CONTRACTORS EMPLOYMENT TRANSITION COMMITTEES

Time Line: 60+ Days Advance Notice, Phased Layoff Over 6 Months

Activity	Time Line	Suggested	Actual
Rapid Response Central Office Notified	4/26/93		
Obtain company commitment to participate	6/02/93		
Select committee members	1		
Sign agreement	2	June 14	
Orient and train committee members	2		
Notify employees of committee's existence	2		
Select neutral chair - orient chair if not experienced	2-3		
Administer and tabulate standard survey of employee needs, revising if necessary	2-3		
Develop goals and general plan; select and develop site for workshops—on-site, hotel, other	4		
Contact other helping agencies	5		
Plan job development/job search strategy	5-6		
Identify service resources	7-8		
Layoffs Begin	8	August 24	
DLW intake, assessment, counseling	8-11		
Job search training (job club to week 39)	9-26		
Job development	10-39		
Job placement	11-39		
Training placements	11-39		
Recontact reluctant employees	11-22		
Final Layoff/Closure	26		
Decision to terminate committee			
Refer remaining workers to Dislocated Worker Program	35		
Final report	39		

## Nevada Test Site/Las Vegas Employee Transition Committee

July 26, 1993

### Employee Transition Committees Formed

Because the recent continuation of the moratorium on nuclear testing could result in work force reductions for Department of Energy contractor employees, two Employee Transition Committees have been formed to assist employees in job searches and retraining efforts.

The committees are made up of representatives from DOE, EG&G Energy Measurements, Inc.; Reynolds Electrical & Engineering Co., Inc.; Raytheon Services Nevada; and associated labor unions. One Employee Transition Committee is made up of Nevada Test Site workers, while the second is composed of employees who work in Las Vegas and North Las Vegas.

Serving as resources to both committees are representatives from the governor's Job Training, Dislocated Worker, and Rapid Response Central Offices; the Nevada Employment Security Division; Nevada Business Services; and the Nevada AFL/CIO.

Members of the two committees will serve as advocates and support outplacement assistance for contractor and union workers who may be laid off because of the moratorium.

The committees will also survey employees to determine what retraining and employment services would benefit them most. All employees will receive surveys at their company mail stops. It is very important that completed surveys are returned to the committees so they have guidance on what employees really want.

In addition, committee members will answer employees' questions about rumors and will maintain contact with laid-off employees to keep them informed of jobs and training opportunities.

Employees who would like more information about the Employee Transition Committees and their purpose are invited to attend any of three general information sessions. At these sessions, representatives of Nevada Employment Security Department, Nevada Business Services, Consumer Credit Counseling, and the Nevada AFL/CIO will provide information on services for dislocated workers. Attendees will also learn about retraining opportunities available through the Nevada Test Site Special Grant Funding and about the Nevada Employment Security Department and its services.

Session one will be held on August 3 at 8 p.m. in Room B169 of the Community College of Southern Nevada, 6375 West Charleston. The second and third sessions will be held on August 20 at 10 a.m. and again at 2 p.m. at the Teamsters Meeting Hall at 300 Shadow Lane. These sessions are to be attended on your own time and are open to all interested employees.

If you have questions about the Employee Transition Committees and their activities, you can contact any of the members listed on the back of this page. These committee members will be recognizable by badges identifying them as Employee Transition Committee members.

### LAS VEGAS AND NORTH LAS VEGAS

#### EG&G/EM

Larry Crim ..... 5-3289  
 Joanne Cooper ..... 5-2515  
 Don Hermansen ..... 5-2743  
 Janice Langley ..... 5-8677  
 Joe Madrid ..... 5-7041  
 Anne Marie Manners ..... 5-8036  
 Dawn Merritt ..... 5-5792  
 Jackie Smith ..... 5-2507  
 Don Tyler ..... 5-2750  
 Pat Ullom ..... 5-5321

#### REECO

Diane Case ..... 5-2077  
 Arnold Fowkes ..... 5-7106

#### RSN

Pat Bolling ..... 4-1497  
 Ann O'Donnell ..... 4-5435

### NEVADA TEST SITE

#### EG&G/EM

Gerald Bies ..... 5-3712  
 Albert Moeller ..... 5-2520  
 Richard Sauer ..... 5-3440

#### REECO

Leland Borgeson ..... 5-7540  
 Gail Bridgewater ..... 5-6511  
 Patrick Clancy ..... 5-3808  
 Douglas Haan ..... 5-4466  
 Duane Hall ..... 5-6989  
 James Harvey ..... 5-3821 or 5-3545  
 Lawrence Haywood ..... 5-3672  
 Bobbie Pace ..... 5-3758  
 Paula Schilingo ..... 5-6425  
 William Vasconi ..... 5-3751

#### RSN

Dwight Burch ..... 5-6677 or 5-6672  
 Kenneth McGuire ..... 5-6663



## **EMPLOYEE TRANSITION COMMITTEE Final Report Format**

### **Title Page**

Company Name  
Union (if applicable)  
Chairperson  
Date

### **Table of Contents**

### **List of Members**

Committee Members and Alternates  
State Advisors  
Service providers  
Community Organization Representation  
Other Representation

### **Executive Summary**

Summary of activities and outcomes, including goals and objectives, number reemployed, and associated costs (if available).

### **Background**

Brief history of company and background of problems leading to formation of committee.

### **Description of Services Provided**

Provider  
Time Frame  
Description of services  
Outcome and impact on workers

This outline would be repeated for each service—job club, stress, financial and career counseling, workshops, job development and placement, etc.

### **Program Statistics**

Number of participants  
Number returning to the work force  
Number in training  
Summary of individual employee outcomes

### **Cost Benefit Analysis**

### **Conclusion**

Brief evaluation of the committee's effectiveness. Include description of special problems faced by the committee and measures were taken to address these problems.

# Appendix E

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## Outplacement Assistance Services

**PLAN IMPLEMENTATION ESTIMATES**

DOE/NV  
REECo, EG&G/EM & RSN

Budgeting and Reporting Classification	FY 1993 (in thousands of dollars)
Supplemental Training	600
Relocation Assistance	225
Severance Pay and Other Separation Benefits	1,000
Outplacement Assistance	500*
Displaced Worker Health Benefits	406
<b>Total</b>	<b>2,731</b>

Funding for this plan will come from a variety of programs, e.g., Defense Programs, Work for Other Federal Agencies, etc.

\* Department of Labor funded through the State of Nevada Job Training Office.



## EMPLOYMENT SECURITY DEPARTMENT

You can file for unemployment insurance at the office  
indicated over your zip code.

LAS VEGAS  
135 S. Eighth St  
486-3300

NORTH LAS VEGAS  
2827 Las Vegas Blvd. No.  
486-5600

HENDERSON  
119 Water St  
486-6710

89101  
89102  
89103  
89104  
89109

89030  
89031  
89036

89005-Boulder City  
89014-Henderson  
89015-Henderson  
89016-Henderson  
89040-Overton  
89044-Pittman  
89046-Searchlight  
89029-Laughlin

89113  
89114  
89116  
89117  
89118

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89134  
89191

89120  
89122  
89123

89160  
89170  
89180  
89185

89007-Bunkerville  
89061-Logandale  
89024-Mesquite  
89025-Moapa

89004-Blue Diamond  
89018-Indian Springs  
89019-Jean  
89020-Lathrop Wells  
89023-Mercury  
89041-Pahrump

## EMPLOYMENT SECURITY DEPARTMENT SERVICES

**BONDING** - Insurance coverage to protect employers against employee dishonesty, theft, or embezzlement. This coverage is provided at no cost to the employer or the applicant.

**CASUAL LABOR** - Temporary jobs requiring little or no experience (may be for limited hours and physically demanding). Office hours are from 6 a.m. to 3 p.m.

**JOB CORPS** - A vocational training program for eligible, economically disadvantaged youth, ages 16 through 24.

**JOB SEARCH WORKSHOP** - The purpose of the workshop is to increase the job searcher's self-confidence, teach them how to market their skills and abilities, and to improve their job-seeking skills. A valuable experience for anyone who has been out of work for a prolonged period of time or who has had difficulties "selling" themselves to an employer.

**JOB SERVICE** - Job listings are posted in the lobby. If you find a job you believe you are qualified for, an interviewer will discuss the possibility of a referral to the employer.

**LAW OFFENDER PROGRAM** - Assists people who have been convicted of a Gross Misdemeanor or a Felony by providing Job Search Workshops, Job Development, and some materials required to accept a job.

**TARGETED JOBS TAX CREDIT (TJTC)** - Provides a tax credit to employers who hire individuals from targeted groups.

**TESTING** - Testing facilities for typing and shorthand. Interest and Aptitude Tests may also be scheduled by Vocational Counselors.

**UNEMPLOYMENT INSURANCE** - Pays benefits to those who qualify, providing they earned enough in covered employment during a specified period of time.

**VETERANS ASSISTANCE** - Veterans representatives are available to provide assistance for veterans who are seeking employment.

**VOCATIONAL COUNSELOR** - A qualified specialist to assist those who are experiencing problems involving vocational choice, vocational change, and/or vocational adjustment or those who have barriers to employment such as physical handicaps, criminal convictions, age, etc.

= = = = =

For more information, contact any of these offices:

### FULL SERVICE OFFICES

135 8th Street, Las Vegas, 486-3300

2827 Las Vegas Boulevard North, 486-5600

119 South Water Street, Henderson, 486-6710

### SPECIAL OFFICES

Programs Office  
2039 East Lake Mead, North Las Vegas, 486-5785

Casual Labor Office  
1001 North "A" Street, Las Vegas, 486-3441

## PROGRAM CONTENTS

### UNIT 1 - GETTING STARTED

This unit introduces five keys to success in a job search. It will help you prepare for job hunting, manage your emotions, express yourself appropriately, prepare a budget and plan your work schedule.

### UNIT 2 - LOOKING AT OPTIONS

You will assess your preferences, interests, skills and accomplishments in this unit. You will also learn to transfer your abilities and experience into a variety of career options.

### UNIT 3 - APPLICATIONS AND RESUMES

This unit teaches the do's and don'ts of filling out employment applications. It also presents keys to writing an effective resume. When you finish the unit, you'll have a sample application and a strong draft of your resume.

### UNIT 4 - THE GAME PLAN

This unit discusses the basic plays for finding a job: responding to ads, working with employment agencies, approaching companies and networking. You'll learn to combine these basic plays into an effective game plan.

### UNIT 5 - TELEPHONE SKILLS

When you complete this unit, you will know how to make three types of job-hunting calls: information calls, networking calls and follow-up calls. You will also learn principles that add polish and power to your telephone contacting.

### UNIT 6 - INTERVIEWING

The do's and don'ts of interviewing are presented in this unit. You will learn to make a positive first impression, answer questions effectively, ask questions that show interest and follow-up after interviews.

# Claimant Employment Program enhances job skills

On July 1, 1992, the Claimant Employment Program (CEP) entered its fourth full year serving Nevada's employers and unemployment insurance claimants statewide. Originating with a pilot project in 1988, the program now offers its special assistance to employers and claimants in each of the Nevada Security Employment Department's full service offices.

The program focuses on providing unemployment insurance claimants with classroom training to enhance their job skills. One CEP client, a 47-year-old man, was unemployed for several

*The program also links employers to claimants who have some good, basic skills but need specific on-the-job training.*

weeks. This Vietnam veteran had many years experience as a welder but lacked certification. The program enrolled him in a welding certification class at a community college. After earning a commendation from his instructor,

plus his certification, he quickly found employment as a certified welder. This, of course, removed him from the unemployment insurance rolls and should stabilize his employment.

Improving unemployment insurance claimants' educational level is another important function of the program. A single parent of two children believed she would never be able to give her children a good, secure future because she had little formal education and no real job skills. With the program's help and an educational grant, she enrolled in community college basic education classes. She is currently continuing her education and seeking full-time work with new credentials. Upon receiving her student grant, she repaid the program tuition money so others would be able to benefit from the program's training. Incidentally, this young woman has just been invited to join the Community College's National Honor Society because of her high scholastic achievement.

Linking employers to claimants who have some good, basic skills but need

specific on-the-job training only available in the workplace is another tool used by the Claimant Employment Program to return claimants to work. The program reimburses employers up to 50 percent of the employee's wage during on-the-job training. One claimant in southern Nevada had experience in inventory control and personnel management, plus computer knowledge. Unable to find work in these fields, he did not realize his job skills could be transferred to another industry. On top of long-term unemployment, he was experiencing severe health problems. The program coordinated his training and employment plan with two other state agencies that provided complete medical treatment. The program then developed an on-the-job training contract as a front desk clerk in a hotel casino. This employer was willing to train the right person for a desk clerk position — someone with good organizational and people skills able to learn their unique front desk computer system. He remains employed after his on-the-job training and is "feeling good" about himself and his new career.

Many times, on-the-job training or classroom training is not needed to return a claimant to work. The program provides several services such as aptitude testing, intensive job search, vocational guidance and job search workshops to use in returning claimants to work. One company in Reno, prior to cutting back its warehouse staff, offered an excellent employee a new position if he would attend its free computer class. The employee refused the training through fear of computers, learning a new skill and the belief he would quickly find another warehouse job. After his layoff, he failed in his job search efforts because he lacked new technical skills. Following vocational guidance from the program, he decided he did need extra knowledge to make him more employable. When he informed his former employer of his plan to learn "everything" about computers, he was rehired on the spot and computer-trained by the company. This former claimant returned to work without the program-sponsored training but did learn from the program the value of new skills and new technology to stay competitive in the job market.

The program has proven to be an unqualified success. Employment sta-

bility has been improved and savings to the Unemployment Insurance Trust Fund has resulted. In the last two years the program has assessed more than 20,000 claimants with almost 7,000 claimants receiving job training and employment assistance. Over 4,000 contracts for both classroom and on-the-job training were written. Over 6,000 unemployment insurance claimants have returned to work in a more stable employment environment as a result of the Claimant Employment Program.

## Finding positions in the high-tech workplace

The Claimant Employment Program has come a long way since 1986 when it was an idea that had come of age.

Since 1989 the program has provided training and retraining to unemployed individuals who do not otherwise qualify for other public training programs. It continues to provide services essential to building a strong Nevada work force by eliminating claimant skill deficiencies, providing on-the-job training, and expanding claimant employability.

When the program was in its infancy the Employment Security Council recognized the need for a new approach to employment training in Nevada. Technological changes and increased levels of foreign competition created the obvious need for the Claimant Employment Program.

Today the overall scenario hasn't changed. The employer community continues to need skilled workers to fill ever-changing occupational demands, and that is exactly what the program provides. The program also encourages job creation, it reduces employers' unemployment cost, and helps to meet employer needs for skilled workers.

Unemployed workers with obsolete skills often qualify for the Claimant Employment Program.

Program helps workers gain new skills and find employment in today's high-tech workplace.

**EMPLOYMENT SECURITY DEPARTMENT**

500 E. Third Street  
Carson City, Nevada 89713

The Nevada Employment Security Department (NESD) acts as the Rapid Response Central Office for the Governor's State Job Training Office, coordinating with area service providers who may be able to offer assistance to workers affected by layoffs or plant closures.

1. **JOB REFERRALS:** Your Nevada Employment Security Department operates one of the most efficient nationwide job referral and quality placement programs.

**\*\* Job Service HOTLINE, 225-2200 (Las Vegas area only), has a listing of a few of the many job opportunities available through the Employment Service. This listing is updated daily.**

**\*\* Our skilled interviewers will refer you to some of the many jobs we have listed with local employers and employers from other parts of our state.**

**\*\* We have jobs listed from every state in the nation -- ask to see the interstate job listings.**

2. **VETERAN EMPLOYMENT SERVICES:** Veteran's receive preference in services provided by NESD local offices.

3. **JOB SEARCH SKILLS TRAINING:** Job Search Workshops help job seekers direct their own job hunting efforts. Practical techniques in finding the right job and understanding the employer's expectations are learned in a group setting.

4. **TESTING AND VOCATIONAL GUIDANCE:** Testing and vocational guidance services are provided to assist job seekers faced with either choosing a vocation or changing career fields.

5. **DISABILITY SERVICES:** For persons with disabilities special services can be provided; often in conjunction with other agencies. Individuals who disability provides a substantial barrier to employment are eligible to receive these services.

6. **LABOR MARKET INFORMATION:** The Nevada Employment Security Department produces the vast majority of Labor Market Information in the state. Job seekers and businesses can obtain an overview of the economy pertaining to industries, occupations and wages.

7. **CLAIMANT EMPLOYMENT PROGRAM (CEP):** The purpose of the Claimant Employment Program is to assist Nevada Unemployment Claimants in returning to work sooner and to upgrade remedial education and job skills. Claimants are encouraged to respond to the letter that they will receive in the mail so the Unemployment Insurance benefits are not affected.



8. JOB CORPS: Job Corps prepares youth, ages 16-24, for jobs through vocational training. The Job Corps can also be a viable alternative to youths who are not succeeding in conventional schooling.

9. FEDERAL BONDING PROGRAM: The Federal Bonding Program provides free fidelity bonding insurance coverage to high-risk individuals who have been denied commercial coverage; so they can be hired.

10. LAW OFFENDER PROGRAM: The Law Offender Program provides employability services to Reno and Las Vegas parolees who are/were incarcerated and paroled in the last six months from the Nevada prison system.

11. TARGETED JOBS TAX CREDIT (TJTC): Targeted Jobs Tax Credit provides an incentive for employers to hire persons from targeted groups which have high unemployment rates or other special employment needs. For more information on TJTC contact Roberta Fleming at (702) 687-4617.

We have listed below all of the Nevada Employment Security Department local offices and phone numbers. You may contact the office in your area for further information on any of the above mentioned employment services.

CARSON CITY	(702) 687-4560
ELKO	(702) 738-7146
ELY	(702) 289-3023
FALLON	(702) 423-5115
WINNEMUCCA	(702) 623-6520
RENO	(702) 688-2300
SPARKS	(702) 688-1145
LAS VEGAS	(702) 486-3300
HENDERSON	(702) 486-6710
NORTH LAS VEGAS	(702) 486-5600

For questions regarding your unemployment insurance claim, contact the office above where you initially filed or will be filing your claim.

The services that are listed above are all provided depending upon available funding and if the Nevada Employment Security Department local office in your area offers the service.



# INTEROFFICE MEMO

## FACT SHEET

### THE DISLOCATED WORKER PROGRAM (EDWAA)

Nevada Business Services administers the Dislocated worker program in Southern Nevada. This program is federally funded under the Economic Dislocation and Workers Adjustment Assistance Act (EDWAAA) and is designed to provide free re-employment and re-training services to dislocated workers.

BEING LAID OFF ISN'T THE END. . .  
IT CAN BE YOUR BEGINNING BECAUSE. . .

You may now be eligible for free re-employment and job training services which could include the following:

- Career Counseling:** A review of your job skills, the local job market, your job training/placement needs and future goals
- Employment Workshops:** You will learn the most successful job search and interviewing techniques, especially how to "sell yourself" to an employer. NBS can also help you develop a winning resume.
- Classroom Training:** If you need to increase your job skills, NBS may be able to pay for short-term training that will help you reach your job goal. However, training is limited to current availability and budgetary considerations.
- On-the-Job Training:** NBS can help you find an employer to train you in a new career or new job skills, where available. The employer is reimbursed up to 40% of your hourly wage as an incentive to hire and train you. If you complete your training satisfactorily, you will be kept on as a permanent employee.
- Job Placement:** Need a job? NBS has job developers and works with local agencies and businesses to uncover the "hidden job market". We will work with you to help find either a part-time job while you are in training or a permanent full-time job.

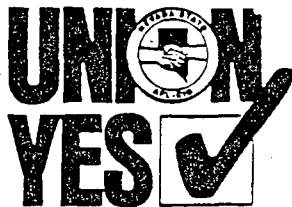
NEVADA BUSINESS SERVICES (NBS) is an equal opportunity, federally funded job training program. You must qualify for and benefit from NBS services, but there is never any charge for our educational, job training or placement services.

At NBS, we help teenagers, adults and senior citizens get training and jobs. Our professional staff has success working with people of all ages and backgrounds. NBS' phone number is (702) 384-8111. We look forward to assisting you soon!

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**A HUMAN RESOURCE AND JOB TRAINING SERVICE**

NEVADA WORKS BEST  
WHEN WE SAY...



# NEVADA STATE A.F.L.-C.I.O. DISLOCATED WORKER PROGRAM

SHARI L. THOMAS, Labor Coordinator  
300 Shadow Lane, Las Vegas, NV 89106  
(702) 387-3347

Executive Secretary-Treasurer  
CLAUDE EVANS

President  
WALT ELLIOT  
Post Office Box 26238  
Las Vegas, Nevada 89126

Vice Presidents

District No. 1  
Ely, Nevada

District No. 2  
Reno, Nevada

MIKE MAGNANI  
Operating Engineers 39

JOE P. PHILLIPS  
Teamsters 533

DAN RUSNAK  
Laborers 169

JOHN STRALLA  
Electrical Workers 1245

District No. 3  
Las Vegas, Nevada

JIM ARNOLD, JR.  
Culinary 226

FRANK CAINE  
Ironworkers 416

HATTIE CANTY  
Culinary 226

RUTH DAY  
S.E.I.U 1107

DAN EVANS  
Steelworkers 5282

O. C. LEE  
Police Officers 23

DICK THOMAS  
Teamsters 995

Thank you for allowing me this opportunity to introduce myself and the DISLOCATED WORKER PROGRAM ... a program for workers who have lost their job through no fault of their own.

As the Labor Coordinator for this program, a former Dislocated Worker myself, and a union member (Teamster #995), I understand some of what you are experiencing and what your needs are. I work with all AFL-CIO affiliated unions in Nevada and the union apprenticeship programs to provide information regarding employment or apprenticeship opportunities. Also available is information about employment opportunities in other states which is provided by their Labor Coordinator.

In coordination with the Governor's Job Training Office, the DISLOCATED WORKER PROGRAM offers several advantages such as Skills Assessment, Classroom Training, On-The-Job Training Assistance and support in many forms. Many union employers participate in this retraining program. You can be provided with information and referrals that may help you cope with this layoff and return to work sooner.

I am available to speak to you as a group or individually to explain the program in more detail. Please feel free to contact me at (702) 387-3347. Thank you for your interest.

Fraternally,

Shari L. Thomas  
Labor Coordinator

**APPLICATION:**

Most programs take applications and select their apprentices/trainees in the early spring.

**QUALIFICATIONS:**

You Must be at least 18 years of age, have a high school diploma or GED and in some programs pass a written test.

**RELATED  
INSTRUCTION:**

All apprentices/trainees are required to attend a minimum of 144 hours of related instruction per year.

**FOR FURTHER  
INFORMATION  
CONTACT:**

Shari Thomas  
AFL-CIO Labor Coordinator  
(702) 387-3347

APPRENTICESHIP AND TRAINEE OPPORTUNITIES ROSTER

Asbestos Workers Bill Jewett, Coord.	4211 Tarkin Avenue 89120	454-0999	4Yr	Announ
Bartenders JATC Connie Bruce, Coord.	1630 So. Commerce 89102	384-7774	1Yr	All Yr Wed.9am
Bricklayers and Tile Setter JATC Larry O'Leary, Coord.	17 No. Mojave Rd 89101	474-7454	3Yr	All Yr
Correctional Officers Joni Larson, Personnel	2770 Maryland Pky Suite 300, 89109	486-6497	2Yr	All Yr
Carpenter JATC Andy Ozuna, Coord.	4150 E. Bonanza 89110	452-5099	4Yr	All Yr Friday
Cement Masons/Plasters Tony D'Amico, Coord.	4150 E. Bonanza 89110	452-8809	2Yr	All Yr
Floorcovering Industry John Connolly, Coord.	3432 N. Bruce #4 N L V, 89030	399-4556	3Yr	All Yr
Electricians Richard Cutbirth, Coord.	620 Legion Way 89110	459-7949	5Yr	Announ
Glaziers JATC Chris Phillips, Coord.	3432 N. Bruce N.L.V., 89030	399-4555	3Yr	Announ
Iron Workers JATC Alice Golightly, Sec.	4000 Boulder Hwy 89112	456-1161	3Yr	Announ
Operating Engineers Wayne Grimes, Coord.	2750 E. Ann Rd. N.L.V., 89030	649-7888	4Yr	Announ
Painters JATC Winnie Gibson, Sec.	4150 E. Bonanza 89110	438-2611	3Yr	Announ
Plumbers JATC Donna Vasconi, Sec.	725 N. Lamb. 89110	459-3473	5Yr	Announ
Plumbing & Mechanical Sherry Hernandez, Coord.	3650 Meade 89102	252-0166	4Yr	Announ
Roofers JATC Carl Rangen, Coord.	4200 E. Bonanza 89110	453-5801	3Yr	All Yr
Sheet Metal JATC Jack Mahoney, Coord.	3370 Palm Pky 89104	457-8118	4Yr	Announ
Stationary Operating Eng Hotel/Casino Maint. Joe Linnert, Coord.	313 Deauville St. 89106	385-5005	4Yr	Announ

# NEVADA EMPLOYMENT SECURITY DEPARTMENT

## Unemployment Insurance Informational Sheet

1. **WHEN SHOULD I FILE FOR UNEMPLOYMENT INSURANCE BENEFITS?**

You should file as soon as you are unemployed. However, if you earn wages, vacation, severance, or other pay during a week you claim, your benefits for that week will be reduced.

2. **WHERE CAN I FILE FOR BENEFITS IN THE LAS VEGAS AREA?**

Las Vegas 8th St. - 135 Eighth St., 486-3300  
Henderson Local Office - 119 Water St., 486-6710  
North Las Vegas Office - 2827 Las Vegas Blvd., 486-5600

The local office which you should file your claim with is determined by zip code, please refer to the back of this informational sheet for your correct office.

3. **HOW WILL I FILE?**

In most cases you will file for benefits by mail. You will pick up a claim packet at your local office and return it after completion. If you have to file against another state or have federal/military wages, you must file for benefits in person.

4. **WHAT ARE THE BASIC REQUIREMENTS FOR A NEVADA CLAIM?**

Being unemployed through no fault of your own; having earned enough wages; filing your claim; being able to work; available and looking for work.

5. **HOW MUCH WILL I RECEIVE IF I AM ELIGIBLE?**

If you filed a new claim less than a year ago your benefits will be based on that claim. When filing a claim, the benefits will be based on income earned in the first four of the last five completed quarters. The maximum weekly benefit amount is \$217.

6. **WHAT IF I JUST STARTED WORKING IN NEVADA?**

You may be eligible for benefits against another state. We will help you file an "Interstate Claim" if it appears you qualify. Please call your local office for an appointment.

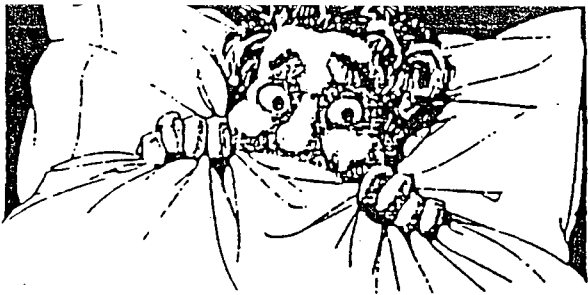
7. **WHEN SHOULD I EXPECT MY FIRST CHECK?**

If there are no problems, you should receive your first check within 10 days after you file your first eligible weekly claim postcard.\* An out-of-state claim will take longer.

8. **SUPPOSE I HAVE QUESTIONS ABOUT MY UNEMPLOYMENT CLAIM?**

We will mail you a booklet titled UNEMPLOYMENT INSURANCE FACTS FOR NEVADA CLAIMANTS. If, after reading this booklet, you have further questions please contact your nearest Employment Security Department office.

**\*IMPORTANT - THE WEEKLY CLAIM POSTCARD REQUIRES A .29 CENT STAMP!**



# AVOID THE NIGHTMARES OF UNEMPLOYMENT - A FINANCIAL PLAN OF ACTION IS THE KEY.

Unemployment is scary! The security of an income is suddenly gone and doubts about the future haunt our days and nights. **DON'T PANIC!** There are steps to be taken. Assistance is available from many sources. Many have experienced similar set-backs and in some cases a crisis can lead to a new opportunity.

What you need to do first is establish a financial plan of action. This is not one-sided. Your creditors need to know how your situation has changed. Your primary responsibility is to **COMMUNICATE WITH THEM.** Utilities, mortgage companies and other creditors are more than willing to work out mutually agreeable arrangements...but this can be done only if they are advised of your situation before it becomes a problem too big to handle.

Priorities need to be established. If obligations were put in order of importance, they would be:

1. **HOUSING** - Contact your mortgage company and advise them of the circumstances if you are unable to make your payments by the due date. Remember, the mortgage company does not want to foreclose. They want you to remain in your home and make satisfactory payment arrangements. Housing counseling is available through Consumer Credit Counseling Service. Rentors normally are able to set up satisfactory arrangements with their landlord.

2. **UTILITIES** - Centel, Nevada Power, Southwest Gas and the Water District have the ability to establish different types of payment plans depending on the individual's circumstances. They are far more willing to cooperate if you notify them before your account becomes past due. There are also community based assistance programs for hardship cases.

3. **FOOD** - Always a necessity, but changes can be made to minimize this expense. Simple meals based on the basic four food groups are less expensive and might well be healthier than the convenience and fast foods many become accustomed to eating. Coupons and sales can also reduce food costs.

4. **TRANSPORTATION** - Car payments and insurance can consume a large portion of your monthly income. Contact the lienholder. Most will offer extensions but use this wisely because you are normally allowed only one extension per year. You can lower insurance premiums by raising your deductible. Having a minimum deductible rarely pays for itself, whether you have financial problems or not.

5. **SECURED DEBTS** - Furniture loans, boat loans, etc. will have to be evaluated on an individual basis. There is no need to panic and feel the necessity of liquidating assets, but most often these debts are categorized as luxuries, so it's something to keep in mind should unemployment last longer than expected.

6. **UNSECURED DEBTS** - (i.e. credit cards, medical) The first item of importance with credit cards is to **DISCONTINUE** using them. You'll have much more cooperation from a creditor if you respect them enough to not incur additional debt on an account already or soon to become delinquent.

Though savings has not been mentioned, this should be #1 in everyone's budget. If we all had a minimum of 3 months net income in savings, there would be few occurrences we'd be unable to weather.

When you are re-employed, and budgeting problems still exist or you need assistance in establishing a budget to bring yourself current, phone our agency. We are a **NON-PROFIT** United Way member agency. Our counselors will assist with budgeting, or if necessary a debt repayment plan. Our counseling is free and we offer free educational programs on money management. We have two convenient office locations and are available to answer any questions and concerns you might have regarding your financial obligations. (364-0344)

Remember your situation is only temporary and honest communication with your creditors is your best protection against damaged credit, emotional stress and the nightmares unemployment might create.

Consumer Credit Counseling Service of Las Vegas  
A Non-Profit United Way Agency  
Phone 364-0344 or 399-0344 or 1-800-451-4505

## UNITED WAY COMMUNITY RESOURCES

### RENT ASSISTANCE

Salvation Army, Las Vegas  
2900 Palamino Lane  
870-4430

Salvation Army, Henderson  
830 E. Lake Mead  
565-9578

Clark County Social Services  
651 Shadow Lane  
Las Vegas, 455-4221

Jewish Family Services  
1555 E. Flamingo, Suite 125  
Las Vegas, 732-0304

Las Vegas Indian Center  
2300 W. Bonanza  
Las Vegas, 647-5842

EOB Project Home  
2228 Comstock Drive  
North Las Vegas, 647-3307

Operation Life  
Home Loan Counseling  
600 W Owens  
Las Vegas, 649-0931

Catholic Community Services  
808 S. Main Street  
Las Vegas, 385-2662

### INFORMATION & REFERRAL

HELP of Southern Nevada  
369-HELP

United Way Services  
798-4636

### LEGAL

Nevada Legal Services  
701 E. Bridger, Suite 503  
Las Vegas, 386-1070

Consumer Credit Counseling  
3650 S. Decatur, Suite 18  
Las Vegas, 364-0344

### UTILITY ASSISTANCE

Salvation Army, Las Vegas  
2900 Palamino Lane  
870-4430

Salvation Army, Henderson  
830 E. Lake Mead  
565-9578

### FOOD ASSISTANCE

Salvation Army, Las Vegas  
2900 Palamino Lane  
870-4430

Salvation Army, Henderson  
830 E. Lake Mead  
565-9578

Las Vegas Rescue Mission  
405 W. Wilson  
Las Vegas, 382-1766

Lutheran Social Ministry  
1501 N. Main Street  
Las Vegas, 388-0227

FISH Emergency Service  
2759 El Camino Road  
Las Vegas, 735-0300

Women, Infants, Children  
Program (WIC)  
2228 Comstock Drive  
North Las Vegas, 735-0300

Food Stamps  
610 Belrose, L.V., 486-5040  
145 Panama, Henderson, 486-6748  
340 No. 11th, L.V., 486-3600

Operation Life  
600 W. Owens  
Las Vegas, 649-0065



STATE OF NEVADA  
DEPARTMENT OF HUMAN RESOURCES  
WELFARE DIVISION  
700 Belrose Street - State Mail Complex  
Las Vegas, Nevada 89158  
(702) 486-5000

Laid off workers in single parent households with children may be eligible for a program called Aid to Dependent Children (ADC). Two parent households with children may be eligible for a program call ADC UP (Unemployed Parent). The Welfare Division has eligibility workers who will go over your application to find out if you qualify for a check and how much money you can receive. Maximum Grants for two person households not in subsidized housing are \$289.00 per month; three person households are \$348.00 per month and goes up progressively with the number of persons within the household. The amount of the grant is reduced by any income (earnings, unemployment insurance etc.) received.

To be eligible for this kind of help, a child must:

- +Be less than 18 years old.

- +Be 18 years old, attending high school full time and expected to graduate before reaching age 19; OR if he/she hasn't completed high school, be attending vocational or technical training expect to be completed before he/she reaches 19.

- +Be living in Nevada and intending to stay.

- +Be living with you or with a close relative in the relative's own home.

- +Have an unmet financial need as defined by welfare regulations.

Another program which may be of assistance is the Child Health Assurance Program (CHAP). This program provides medical assistance for children born after 9-30-83 and pregnant women. Two person households cannot have more than \$1,019.00 income per month; the three person household limit is \$1282.00 per month. The amount of the income limit goes up with the number of persons in the household.

There is an application to be filled out and an in-person interview is required before payment can be made or a medical card issued. You must be at the address given to receive your check, the Post Office cannot forward it to you and if you move out of state, the check cannot be sent to you.

The Welfare Division office you apply at depends on your zip code. For more information contact any of the offices listed below:

3700 East Charleston  
486-4535

1040 West Owens  
486-5040

700 Belrose  
486-5000

145 Panama (Henderson NV)  
486-6748



**NEVADA  
CAREER  
INFORMATION  
SYSTEM**

**OVERVIEW**

The Nevada Career Information System (CIS) is a software program for micro computers containing information on approximately 300 occupations and 3,600 schools. The Nevada CIS, unlike any other career information system on the market, provides statistics which are specific to Nevada. Nevada CIS offers the following components:

**OCCUPATIONAL DESCRIPTIONS** (approximately 300) - Descriptions, aptitudes needed, skills needed, educational requirements, national information, and the following information on each occupation in Nevada:

The number of jobs in each occupation broken down into areas of Nevada.

The outlook for job openings expected during the next year in each occupation.

The entry level wage for each occupation broken down into areas of Nevada.

**MILITARY OCCUPATIONS** - Descriptions of occupations in the military and general information about military life.

**PROGRAMS OF STUDY AND TRAINING** - Detailed information on educational courses required to become qualified for a particular occupation, plus a listing of schools in Nevada offering these courses. Information about WICHE, WUE, and State Job Training Programs. Information about occupations that offer apprenticeship programs, plus a listing of the active, approved apprenticeship programs in Nevada.

**QUEST** - An interest questionnaire that compiles a list of occupations based on the answers the user gives to the 21 questions. There are several variations of this questionnaire that can be used to acquire a list of occupations for a person with limited physical, educational, or reading abilities. The user can also find out why a particular occupation does not appear on the list.

**SCHOOL SORT** - A seven question sorting device to obtain a list of community colleges, colleges, universities, graduate and/or professional schools throughout the United States which offer the program of study in which the user is interested. The system contains approximately 44 items of information about each school.

**NATIONAL SCHOOLS** - Information files for two year colleges, four-year colleges and universities, plus graduate and professional schools throughout the United States.

**NEVADA SCHOOLS** - Information files for the licensed colleges, universities, community colleges, vocational and trade schools located in Nevada.

**FINANCIAL AID** - Detailed information on how to proceed when pursuing financial aid for educational purposes.

**JOB SEARCH** - This component is for someone who is looking for employment. Instructions include preparing a resume and examples, preparing an introductory or cover letter and examples of each. Information on interviews - preparing oneself, what questions to expect, the "do's and don'ts" during an interview, and things employers are looking for. In addition, information is provided on labor laws, family related work issues, job leads, firms, jobs, and benefits.

**WORKING FOR YOURSELF** - Detailed information regarding going into business for yourself. Includes information on how to get started, things you need to know, researching your market, developing a marketing plan, and the risks involved.

**ASSESSMENT LINK** - This component enables a person who has taken one or all of the "Armed Services Vocational Aptitude Battery" (ASVAB), "Career Assessment Inventory," "Differential Aptitude Tests with Career Interest Inventory," "Self-Directed Search," or the "Strong Interest Inventory" assessments, to further explore occupational fields listed in the results of those assessments by identifying corresponding occupations in CIS.

The continual updating of information on the Nevada Career Information System provides accurate and current information to all persons seeking occupational and educational information. The unique aspect of this system is not only its "easy to use" and "quickness" in providing information, but also its ability to provide national information together with information specific to Nevada. This system allows our Nevada citizenry to explore educational and occupational opportunities within the State of Nevada. This translates to improving the quality of our work force, thus enhancing our economic growth. Additionally, it encourages our young people to continue their educational goals within our State and permits Nevada's residents the opportunity to meet Nevada's needs.

Listed below are some of the places where CIS is available for you to use without an appointment:

Community College of Southern Nevada, North Las Vegas Campus  
Counseling Center  
Library  
Developmental Center

Community College of Southern Nevada, Henderson Campus  
Community College of Southern Nevada, Center for Business and Industry Training, E. Sahara Avenue, Las Vegas

Community College of Southern Nevada, West Charleston Blvd Campus, Las Vegas  
Henderson Public Library

*See Occupational Information  
Coordinating Committee  
1923 N. Carson Street, Suite #211  
Carson City, Nevada 89710  
(702) 687-4577  
FAX: (702) 687-4119*

LOCAL BUSINESSES  
WITH JOB LINES

**Sierra Health Services**  
Personnel, 646-8170  
333 N. Rancho Drive  
Las Vegas, NV 89106  
Job Line: 646-4910

**Hummana Hospital Sunrise**  
Personnel, 731-8351  
3186 Maryland Parkway  
Las Vegas, NV 89109  
Job Line: 731-8350

**Fremont Hotel and Casino**  
Personnel, 385-6251  
200 E. Fremont  
Las Vegas, 89101  
Job Line: 385-6250

**Pri-Merit Bank**  
Personnel, 365-3082  
3300 W. Sahara  
Las Vegas, NV 89102  
Job Line: 365-3079

**Valley Bank of Nevada**  
Personnel, 654-1000  
4101 E. Charleston  
Las Vegas, 89104  
Job Line: 654-1241

**Caesars Palace**  
Personnel, 731-7365  
3570 Las Vegas Blvd. So  
Las Vegas  
Job Line: 731-7386

**Palace Station H&C**  
Personnel, 367-2411  
2411 West Sahara  
Las Vegas  
Job Line: 253-2950

**Imperial Palace**  
Personnel, 794-3192  
3535 Las Vegas Blvd. So  
Las Vegas  
Job Line: 794-3191

**Rio**  
Personnel, 252-7777  
3700 W. Flamingo Rd  
Las Vegas  
Job Line: 252-7634

# The Nevada Employment Security Department's

## Claimant Employment Program --CEP

The Nevada Employment Security Department, in addition to fulfilling federally mandated programs, filling employer job orders with qualified applicants, and administering the payment of unemployment insurance compensation benefits, offers a progressive employment and training program designed to save employer tax dollars while putting unemployed Nevadans back to work.

The program, Claimant Employment Program (CEP), focuses on providing claimants of unemployment insurance (UI) with classroom and on-the-job training. The CEP gives participants the necessary skills to meet the demands of today's technology and Nevada's changing labor market -to rejoin the work force with a stable and meaningful job.

The CEP concentrates training efforts on unemployed individuals, the majority of whom do not qualify for other public training programs. These are people who would otherwise fall between the cracks of job assistance programs that offer the necessary tools to gain job skills for finding and keeping jobs. CEP activities are coordinated with other training and employment providers to best utilize all available resources for program participants.

In addition to developing the necessary skills to enhance individual employability, CEP participants decrease the possibility of future unemployment through the training they receive.

Employers benefit by direct tax savings via reduced pay-outs from the UI trust fund because CEP participants collect UI benefits for a shorter duration. Another employer benefit is reduced cost of training employees. Customized on-the-job training plans are developed for participating employers who may receive reimbursement of up to \$1,800 for each full-time trainee completing prescribed training. This incentive helps defray employer training costs while CEP trainees gain necessary job experience.

Ultimately, all Nevada employers benefit from the CEP due to a stronger, more skilled and reliable work force.



## NEVADA BUSINESS SERVICES

A Human Resource and Job Training Service.

### FACT SHEET

NEVADA BUSINESS SERVICES is the grant recipient and administrative entity established by a consortium of local governments which contracts with the State of Nevada for purposes of operation of job training services in Southern Nevada. NBS' service area at this time includes the four counties of Southern Nevada, specifically, Clark, Esmeralda, Nye and Lincoln.

We consider our local businesses as clients. Our job is to help the progressive firms solve their employment related business problems.

To fulfill its mission, Nevada Business Services' activities include an exciting array of personnel services such as recruitment, screening, testing, assessment and training, and can offer substantial financial benefits such as advertising, on-site professional consultation, partial payment of wages and tax credits. One of our fortes is the provision of intensive personnel services to major new employers who are just starting up operations. These clients include Gold Bond Ice Cream, Kidd & Company Marshmallows, Gold Strike Hotel & Casino, Peppermill Hotel & Casino and Hamada's of Japan, Main Street Station, Excalibur Hotel and Casino to name a few.

Services to potential employees include testing, assessment, basic academic skill training, occupational training, job seeking skill training, work experience and on-the-job training.

Services for seniors include a "55+" on-the-job training program.

Activities for youth are focused on our NEBCORP Program, NEBFIRE, Summer Youth Employment and Job Incentives for Nevada's Graduates (JING).

Community services include participation in economic development opportunities in cooperation with other agencies, to create additional jobs in Southern Nevada.

Those participants who enter our job training programs receive intensive, individualized attention not normally received in a large metropolitan community and could qualify them for a customized employment plan. This could put them on the ground floor for employment opportunities with new companies just beginning operation.

## ECONOMIC DISLOCATION AND WORKER ADJUSTMENT ASSISTANCE ACT (EDWAA)

EDWAA amended Title III of the Job Training Partnership Act, and authorizes retraining and readjustment assistance for dislocated workers.

**ELIGIBILITY:** Dislocated workers who are unlikely to return to their previous industries or occupations are eligible for participation. This includes workers who lose their jobs because of plant closings or mass layoffs; long-term unemployed persons with limited local opportunities for jobs in their fields; and farmers, ranchers and other self-employed persons who become jobless due to general economic conditions or natural disasters. Under certain circumstances, displaced homemakers also qualify for assistance.

**SERVICE DELIVERY STRUCTURE:** Each State is divided into substate areas. Most programs are designed and operated at the local level, based on local labor market needs and opportunities.

The Governor of each State has the primary responsibility for overall administration and management of the program, including the establishment of a system to respond rapidly to major worker dislocations.

Funds are made available to the States each year using a distribution formula based on unemployment in each State.

**SERVICES AVAILABLE:** The EDWAA program offers an array of comprehensive and timely retraining and readjustment services, tailored to meet participants' individual needs, including long-term job preparation.

Major activities and services allowable under the EDWAA program include:

⊗ **Rapid Response.** Each State has a Dislocated Worker Unit (DWU) which responds to plant closings and mass layoffs. The DWU is alerted to some of these closings and layoffs by notices received under the advanced notice law, the Worker Adjustment and Retraining Notification Act (WARN). When a DWU obtains information about a major layoff, it responds with on-site services to assist workers facing job losses. The DWU may also help to set up a labor-management committee at the worksite and/or assist in efforts to avert worker dislocations.

⊗ **Retraining Services.** The primary purpose of EDWAA is to provide educational and occupational training to workers who have lost their jobs. This training may include: classroom, occupational skills, and/or on-the-job training. Basic and remedial education, entrepreneurial training, and instruction in literacy or English-as-a-second-language may also be provided.

⊗ **Readjustment Services.** These include: outreach and intake; development of individual service plans; labor market information; job development; job search and placement; supportive services (including child care and transportation allowances); relocation assistance and pre-layoff assistance programs.

⊗ **Needs Related Payments.** Dislocated workers who have exhausted their unemployment insurance (UI) may receive needs-related payments while they complete training. Payments may not exceed the individual's UI benefits or the poverty level, whichever is higher.



To qualify, participants must be enrolled in training by the end of the 13th week of their initial UI benefit period (or by the end of the 8th week after being informed that a short-term layoff will in fact exceed 6 months). An eligible worker who does not qualify for UI must be participating in a training or education program to receive needs-related payments.

◉ Certificates of Continuing Eligibility.

These certificates allow eligible dislocated workers to defer the start of retraining, or to obtain their own retraining.

The National Reserve Account (NRA) Program

States, substate grantees and other eligible applicants may apply for NRA program grants from the U. S. Department of Labor's Employment and Training Administration (ETA) to administer and operate projects for eligible workers dislocated due to mass layoffs, plant closings, and Federal government actions. These grants are in addition to the States' ongoing EDWAA programs.

SERVICES AVAILABLE: The projects offer primarily the same services provided under the basic EDWAA program (i.e., retraining and readjustment services; and needs-related payments).

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*The following programs were created through 1990 amendments to EDWAA.*

◉ The Clean Air Employment Transition Assistance Program

ELIGIBILITY: Dislocated workers who meet the eligibility requirements of the basic EDWAA program and who have been terminated or laid off, or have received a notice of termination or layoff as a consequence of a firm's compliance with the Clean Air Act.

**SERVICE DELIVERY STRUCTURE:** States, substate grantees, employers, employer associations, and representatives of employees may apply for Clean Air Employment Transition Assistance Program grants from the U.S. Department of Labor.

► The Defense Conversion Adjustment (DCA) Program

ELIGIBILITY: Dislocated workers who meet the eligibility requirements of the basic EDWAA program and who have been terminated or laid off, or have received a notice of termination or layoff as a consequence of reductions in expenditures by the U.S. for defense or by closures of U.S. military facilities.

**SERVICE DELIVERY STRUCTURE:** States, substate grantees, employers, employer associations, and representatives of employees may apply for Defense Conversion Adjustment Program grants from the U.S. Department of Labor.

◆ FOR FURTHER INFORMATION about the EDWAA programs described above, contact the local agency in your area that administers Job Training Partnership Act programs or your nearest State Employment Service Office, or write: U.S. Department of Labor, ETA, Office of Work-Based Learning, Rm. N-5426, 200 Constitution Avenue, N.W., Washington, D.C. 20210. Telephone: (202) 219-5577.

# MECHANICAL TECHNOLOGY INDUSTRIAL EMPHASIS ASSOCIATE OF APPLIED SCIENCE

## GENERAL EDUCATION REQUIREMENTS:

	CREDITS
Communications.....	3
ENG 104B	
English.....	3
ENG 101	
US & Nevada Constitution.....	4
See General Degree Requirements	
Human Relations.....	3
See General Degree Requirements	
Mathematics.....	3
MATH 112,113,116,120,124, 126,127	
Science.....	6
ENV 101,GEOL 101,	
Social Sciences/Humanities.....	3
See General Degree Requirements	
<b>TOTAL CREDITS.....</b>	<b>25</b>

## MAJOR OCCUPATIONAL AREA:

	CREDITS
MT 102B Fundamentals of Electricity.....	3
MT 104B Industrial Electricity.....	3
MT 106B Mechanical Power Transmission.....	3
MT 108B Fluid Power.....	3
MT 110B Material Science I.....	3
MT 112B Manufacturing Quality Control ...	3
MT 114B Automated Manufacturing Control ..	3
DFT 100 Basic Technical Drawing.....	3
DFT 131 Intro to Computer Asst Drafting...	3
CIT 110 Computer Fundamentals.....	3
BT 123B Blueprint Reading Building Trades.	3
MTL 122B Intro to Oxy-Acetylene Welding...	3

Total Credits     36

Total Credits for the AAS Degree 61

# MECHANICAL TECHNOLOGY SHOWROOM EMPHASIS ASSOCIATE OF APPLIED SCIENCE

## GENERAL EDUCATION REQUIREMENTS:

	CREDITS
Communications.....	3
ENG 104B	
English.....	3
ENG 101	
US & Nevada Constitution.....	4
See General Degree Requirements	
Human Relations.....	3
See General Degree Requirements	
Mathematics.....	3
MATH 112,113,116,120,124, 126,127	
Science.....	6
ENV 101,GEOL 101,	
Social Sciences/Humanities.....	3
See General Degree Requirements	
<b>TOTAL CREDITS.....</b>	<b>25</b>

## MAJOR OCCUPATIONAL AREA:

	CREDITS
SPTH 140 Stagecraft I.....	3
SPTH 141 Stagecraft II.....	3
MT 102B Fundamentals of Electricity.....	3
MT 104B Industrial Electricity.....	3
MT 106B Mechanical Power Transmission.....	3
MT 108B Fluid Power.....	3
DFT 100 Basic Technical Drawing.....	3
BT 123B Blueprint Reading.....	3
CIT 110 Computer Fundamentals.....	3
MTL 122B Intro to Oxy-Acetylene Welding...	3
Choose at least 6 credits:	
BT 103B Intro National Electric Code.....	3
BT 107B Intro to Interior Design.....	2
CIT 115 Intro to Programming.....	3
DFT 131 Intro. to CAD.....	4
ERT 130B Intro to Haz Mat Management.....	3
ET 100B Survey of Electronics.....	3
ET 104B Fabrication Techniques.....	3
MTL 212 Welding I.....	3

Total Credits 36

Total Credits for the AAS Degree 61

<p style="text-align: center;"><b>Environmental Restoration Technology</b>  <b>CERTIFICATE OF ACHIEVEMENT PROGRAM</b>  <b>(31 CREDITS)</b></p>
--

	Credits
*ENG 104B Tech. Writing.....	3
*ERT 130B Intro. to Hazardous Materials Mgt.....	3
*ERT 201B Environmental Health & Safety (OSHA).....	3
*ERT 202B Intro. to Environmental Laws & Regulations.....	3
*ERT 203B Sampling, Analysis, Treatment & Disposal.....	3
*ERT 204B Environmental Site Assessment.....	3
*ERT 205B Transportation to Hazardous Materials.....	3
*ERT 210B Waste Minimization & Recycling.....	3
*ERT 215B Environmental Computer Applicaitons or CIT 215B.....	3

Note: Starred classes required PLUS at least 3 credits from the following:

ERT 220B Intro to Waste Water Treatment.....	3
EGG 121B Elementary Surveying.....	3
ERT 225B Ethics & Legal Issues in Environmental Restoration.....	3
ERT 230B Radiation Health Safety.....	3
ERT 235B Asbestos Inspection & Abatement.....	3
EMS 108B Emergency Medical Tech. Training.....	6
ENV 101 Man & the Environment.....	3
MT 110B Material Science I.....	3

Total 31

For further Information: Ed Eschner  
Phone (702) 564-7484 · FAX (702) 564-3367  
700 COLLEGE DRIVE, H1A HENDERSON, NV 89015-8419

# PROPOSED

## Environmental Restoration Technology Associate of Applied Science

### General Education Requirements:

### Major Occupational Area:

	Credits
<b>Communications.....</b>	<b>3</b>
ENG 104B	
<b>English.....</b>	<b>3</b>
ENG 101	
<b>US &amp; Nevada Constitution.....</b>	<b>4</b>
See General Degree Requirements	
<b>Human Relations.....</b>	<b>3</b>
See General Degree Requirements	
<b>Mathematics.....</b>	<b>3</b>
MATH 112,113,116, 120, 124, 126,127	
<b>Science.....</b>	<b>6</b>
ENV 101, GEOL 101, CHEM 100,105,110, 111,115	
<b>Social Sciences/Humanities.....</b>	<b>3</b>
See General Degree Requirements	
<b>TOTAL CREDITS.....</b>	<b>25</b>

### Required

ERT 130B Intro Hazardous Materials Mgt.....	3 cr
ERT 201B Environmental Health & Safety.....	3 cr
ERT 202B Intro Envir Laws & Regs.....	3 cr
ERT 203B Sampling, Analysis, Treat/Disp.....	4 cr
ERT 204B Envir Site Assessment.....	3 cr
ERT 205B Transportation of Haz. Materials.....	3 cr
ERT 210B Waste Minimization & Recycling.....	3 cr
ERT 215B Environmental Computer App or CIT 215B .....	3 cr
Choose at least 10 credits from the following:	
BIOL 100 Human Biology.....	4 cr
CHEM 101, 105B, 110, 111, 115, 116.....	6 cr
CIT 215B Intro to GIS.....	3 cr
CIT 216B Intro to ARC Info.....	3 cr
CIT 217B Intermediate ARC/Info.....	3 cr
CIT 220 Advanced ARC/Info.....	3 cr
DFT 100 Basic Technical Drawing.....	4 cr
DFT 131 Intro to CAD.....	4 cr
EGG 121B Elementary Surveying.....	3 cr
EMS 108B Emergency Medical Tech Train....	6 cr
ENV 101 Man & the Environment.....	3 cr
ERT 220B Intro to Waste Water Treatment.....	3 cr
ERT 225B Ethics/Legal Issues in Env Rest.....	3 cr
ERT 230B Radiation Health Safety.....	3 cr
ERT 235B Asbestos Inspection & Abatement	3 cr
ET 100B Survey of Electronics.....	3 cr
FS 101B Intro to Fire Science.....	3 cr
MT 110B Material Science I.....	3 cr

Total Credits 35

Total Credits for the AAS Degree 60

## ENVIRONMENTAL RESTORATION TECHNOLOGIES

- ERT 130B    **Introduction to Hazardous Materials Management**                      3 cr.  
Provides overview of hazardous materials identification, principles of toxicology, risk assessment, analytical methods, waste treatment storage and disposal, laws and regulations, and environmental impacts.
- ERT 201B    **Environmental Health and Safety**                                      3 cr.  
Introduces basic health and safety skills needed for personnel to handle toxic and hazardous materials thus assuring personal safety. Addresses OSHA and NFPA guidelines.
- ERT 202B    **Introduction to Environmental Laws & Regulations**                      3 cr.  
Overviews the development and contents of current federal, state and local laws, regulations and ordinances that control the handling, storage and disposal of hazardous materials and wastes.
- ERT 203B    **Sampling, Analysis, Treatment and Disposal**                              4 cr.  
Introduces standard sampling methods and analytical equipment for water, soil and air media. Also overviews waste recovery physical, chemical, biological and thermal treatment technologies. Prerequisite: ERT 130
- ERT 204B    **Environmental Site Assessment**    3 cr.  
Provides hazardous waste site and property transfer investigations procedures for determining potential and extent of environmental contamination. Introduces specialized sampling techniques.
- ERT 205B    **Transportation of Hazardous Materials**                                      3 cr.  
Explains regulations governing the transportation of hazardous materials and wastes. Course includes preparing manifests, hazard classification, placarding, labeling, spill response and driver safety needs. Prerequisite: ERT 130
- ERT 210B    **Waste Minimization and Recycling**    3 cr.  
Emphasizes techniques and approaches for reducing and eliminating the generation of hazardous wastes. Addresses source reduction, on-site and off-site recycling. Prerequisite: ERT 130
- ERT 215B    **Environmental Computer Applications**                                      3 cr.  
Introduces the fundamentals of environmental computer applications such as Geographical Information Systems (GIS) for managing spatial databases or computer Aided Management of Emergency Operations (CAMEO).

- ERT 220B Introduction to Wastewater Treatment 3 cr.**  
Presents fundamental concepts and skills for wastewater treatment plant operations including basic laboratory techniques for monitoring physical and chemical water quality parameters.
- ERT 225B Ethics & Legal Issues in Environmental Restoration 3 cr**  
Provides a foundation for exploring the fundamentals environmental ethics such as human responsibility for the environment in the technology era. Historical and ethnic perspectives are considered.
- ERT 230B Radiation Health Safety 3 cr.**  
Introduces the basic principles of radiation protection, atomic and nuclear structure, and types of radioactivity. Emphasis is on the biological effects of radiation.
- ERT 235B Asbestos Inspection and Abatement 3 cr.**  
Trains workers, supervisors, and contractors on asbestos abatement including hazard assessment, sampling, inspection, health effects, personal protection, and regulations.



Community College of Southern Nevada  
Center for Business and Industry Training  
1785 East Sahara Avenue, Suite 480  
Las Vegas, Nevada 89104-3712 (702) 733-7191

## CLIENT LIST

### Contract Training

AFL-CIO Teamsters Local 995  
American Bank of Commerce  
Atlantic Financial Savings  
Auto Magic Paint & Body  
Black Chamber of Commerce  
Canyon TV & Appliance  
Catalina Plastics  
Catholic Community Services  
Center for Accounting Education  
Central Telephone Company  
City of Henderson  
City of Las Vegas  
City of North Las Vegas  
Clark County School District  
Colorado River Commission  
Convention Industry Training  
Committee  
Donald Clark & Associates  
EG&G Energy Measurements  
Las Vegas Sun  
Loral Aerospace Company  
Frontier Girl Scout Council  
Greyhound Exposition Services  
Henderson Chamber of Commerce  
Howard Hughes Properties  
IBM Corporation  
Indian Springs Hotel & Casino  
Irwin Lehrhoff & Associates  
Kafoury, Armstrong and Company  
Kerr-McGee Chemical Company  
L'eggs Products  
M.P. Realty  
National Executive Housekeepers  
Association - N.E.H.A.  
Las Vegas Chapter  
NBS/Catalina Plastics  
NBS/Las Vegas Sun  
Nellis Airforce Base  
Nevada Business Services

### Contract Training Continued

Nevada National Guard  
Nevada Power  
Nevada State Bank  
NLV Chamber of Commerce  
Overton Power Company  
Paiute Council of Indian Tribes  
PDQ Printing  
Planned Parenthood of So NV  
Pottlatch Corporation  
Preferred Equities Corporation  
R.J. Reynolds Tobacco Company  
Sands Hotel and Casino  
Science Applications Intl. Corp.  
Sierra Health Services, Inc.  
U.S. Social Security Admin.  
So. Nv. Human Resources Assoc.  
Showboat Hotel and Casino  
State of Nevada...  
Children's Behavioral Svcs.  
Contractors Board  
Commission for Hospital Patients  
Dept. of Commerce  
Dept. of Personnel  
Div. Occ. Safety & Health  
Employment Security Dept.  
Claimant Employment Prog (CEP)  
Dislocated Workers  
Enterprise Zone Training Project  
State Industrial Insurance System  
Welfare Division  
Stauffer Chemical Company  
Tropicana Hotel and Casino  
UNLV Museum of Natural History  
UNS Computing Services  
U.S. Bureau of Reclamation  
U.S. Department of Energy  
U.S. Geological Survey  
Valley Leasing  
Wanderer & Wanderer

### Organization-Wide Needs Assessment

Central Credit, Inc  
City of Henderson

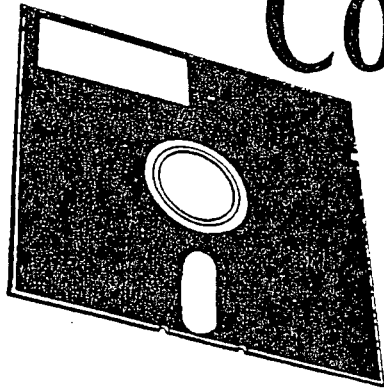
### Co-Sponsorships

Nevada Small Business  
Development Centers  
UNLV & UNR  
Quality & Productivity Institute  
U.S. Small Business Administration

### Affiliations

American Society for Training and  
Development  
American Vocation Association  
Data Processing Management  
Association - DPMA  
Las Vegas Chamber of Commerce  
Nevada Adult Education Assoc.  
PC Users Group





# Computer Training

Cost per Class: Only \$65

Computer training classes are now available from the Center for Business & Industry Training, a division of the Community College of Southern Nevada. Custom software and system training is also available and can be scheduled at the convenience of your agency. Skills Improvement Lab, for independent practice, WPM Certification, and employee skills assessment is available Monday through Thursday, from 1:30 - 6:15 pm, at a cost of \$5 per hour.

*Training Authorization, TR-17, cash, check, or major credit card for class or lab time must be in our office at least one week prior to class.*

## Class Location—

Center for Business & Industry Training  
1785 East Sahara Avenue—  
Computer Training Room #470  
Las Vegas, NV 89104-3712  
Phone: (702) 733-7191

## Skills Improvement Lab Location—

Center for Business & Industry Training  
1800 East Sahara Avenue—Ste. 104  
Las Vegas, NV 89104-3712  
Phone: (702) 733-7191

For more information or to register,  
Call Cindy Vess,  
(702) 733-7191

## Course Descriptions:

Upon completion of the courses listed below, participants should be able to:

**Computer Literacy** 5 hrs.  
Understanding of computer terminology; difference between system software and application software; difference between database, spreadsheet, and word processor.

**Disk Operating System (DOS) I** 5 hrs.  
Format and copy diskettes; understand directories and sub-directories; disk drives and basic DOS commands.

**Disk Operating System (DOS) II** 5 hrs.  
Backup and restore; XCOPY, AUTOEXEC.BAT, CONFIG.SYS, tree, erase and recover files; sort directories and files; buffers.

**Disk Operating System (DOS) III** 5 hrs.  
Use EDLIN; advanced batch files; version considerations; and finding text.

**WordPerfect I** 5 hrs.  
Create, format, save, retrieve, edit and print a document; function keys and WP codes; spellcheck; thesaurus; reveal codes; exit the program correctly.

**WordPerfect II** 5 hrs.  
Block text for moving, copying, inserting and deleting; create columns; set variable page lengths (i.e., legal size documents, envelopes, labels, and forms); fonts; and merging two documents.

**WordPerfect III** 5 hrs.  
Custom create macros; work on two documents at the same time; import and export; line draw; outlines; and table functions.

**WordPerfect Desktop Publishing** 5 hrs.  
Mix text and graphics; scalable vs. soft fonts, point sizes, styles and use; graphics/text layout, using the newsletter presentation.

*Continued on reverse side*

APRIL 1993	
<b>Morning Classes: 8 am - 1 pm</b>	
1	Computer Literacy
6	dBase II
8	DOS I
13	Paradox I
15	DOS II
20	Paradox II
22	DOS III
27	Computer Literacy
29	dBase I
<b>Afternoon Classes: 1:30 - 6:30 pm</b>	
1	Lotus 123 I
6	WordPerfect II
8	Lotus 123 II
13	WordPerfect III
15	Lotus 123 - Macros
20	WP Desktop Publishing
22	Intro to Windows
27	Lotus 123 I
29	WordPerfect I

MAY 1993	
<b>Morning Classes: 8 am - 1 pm</b>	
4	DOS I
6	dBase II
11	DOS II
13	Paradox I
18	DOS III
20	Paradox II
25	Lotus 123 I
27	WordPerfect I
<b>Afternoon Classes: 1:30 - 6:30 pm</b>	
4	Lotus 123 II
6	WordPerfect II
11	Lotus 123 - Macros
13	WordPerfect III
18	Intro to Windows
20	WP Desktop Publishing
25	Computer Literacy
27	dBase I

JUNE 1993	
<b>Morning Classes: 8 am - 1 pm</b>	
1	Lotus 123 II
3	WordPerfect II
8	Lotus 123 - Macros
10	WordPerfect III
15	Intro to Windows
17	WP Desktop Publishing
22	WordPerfect I
24	Lotus 123 I
29	WordPerfect II
<b>Afternoon Classes: 1:30 - 6:30 pm</b>	
1	DOS I
3	dBase II
8	DOS II
10	Paradox I
15	DOS III
17	Paradox II
22	Computer Literacy
24	Intro to Windows
29	DOS I

**Introduction to Windows**  
Understand window terminology—the look and feel; getting in and out of windows; group windows; assigning icons (pictures) to programs; general file management; and mouse usage. (Microsoft)

**Lotus 1-2-3 — I** 5 hrs.  
Create, save, retrieve, edit and print a spreadsheet; access the system and menus; "What if" functions; mathematical calculations; exit the program correctly.

**Lotus 1-2-3 — II** 5 hrs.  
Perform global formatting; insert and delete rows and columns; create a database; sort data; adapt database to spreadsheet; @ functions; ? command.

**Lotus 1-2-3 — Macros** 5 hrs.  
Understand and use function keys to create, enter text, name, and record macros; advanced macro commands; create a macro library; list and print macros.

Design a basic database; generate generic and basic customized reports; query database files (QBE); exit the program correctly.

**Paradox II** 5 hrs.  
Design advanced databases; advanced custom reports; temporary tables (ANSWER); advanced report features; scripts and PAL.

**dBase 3+ — I** 5 hrs.  
Create a data base; enter and display data; add, delete, recall, edit existing records; search/access specific records; print reports.

**dBase 3+ — II** 5 hrs.  
Design, develop, create, and text programs using dBase language to accomplish tasks.

**Cindy Vess,**  
Software and Systems Training Developer  

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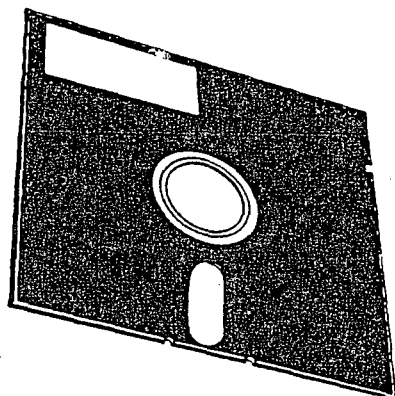
**(702) 733-7191**



**COMMUNITY  
COLLEGE OF  
SOUTHERN  
NEVADA**

Center for Business & Industry Training—T1A  
3200 E. Cheyenne Avenue  
North Las Vegas, NV 89030

Bulk Rate  
Postage  
**PAID**  
Permit No. 1618  
Las Vegas, NV



**Computer Training Schedule**  

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**PLEASE POST**

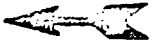
# Appendix

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## Stakeholders' Comments

HRD/CHRM (R)  
HRD/CHRM (RF)  
MGR (RF)



May 4, 1993

Identical letter sent to Distribution on attached list

NEVADA TEST SITE WORKER TRANSITION ASSISTANCE INITIATIVE

The National Defense Authorization Act for Fiscal Year 1993 (the Act), enacted into Law on October 23, 1992 (Public Law 102-484), includes a requirement under Section 3161 for the Secretary of Energy to develop a plan for restructuring the work force for a defense nuclear facility because of changes in budget priorities. In support of these changes, the Secretary has established a task force to coordinate worker and community transition assistance. A major purpose of the task force is to support the implementation of Section 3161 of the Act which is aimed at minimizing the social and economic impacts on displaced workers and communities.

Additionally, the Secretary believes that the planning for work force restructuring is most effectively done at the affected sites. Therefore, the DOE Nevada Operations Office has been assigned the responsibility for preparing a draft work force reduction of some 300 contractor employees by September 1993.

Enclosed are the general planning guidelines issued by the task force that will be used to develop this plan. The State of Nevada Job Training Office and associate state and local entities will also play a major role in assisting displaced workers.

We would appreciate having your comments on these guidelines and any suggestions on how best to minimize the social and economic impacts associated with these layoffs. Please send your written comments by May 14, 1993, to the following address:

U.S. Department of Energy  
Nevada Operations Office  
ATTN: Robert J. Agonia  
P.O. Box 98518  
Las Vegas, NV 89193-8518

CONCURRENCES
RTG SYMBOL
HRD/CHRM
INITIALS/SIG
AGONIA/17
DATE
5/4/93
RTG SYMBOL
HRD
INITIALS/SIG
TRUAX/7
DATE
5/4
RTG SYMBOL
DAMA
INITIALS/SIG
WHITE/11
DATE
5/5
RTG SYMBOL
AMA
INITIALS/SIG
SMITH/1
DATE
5/6
RTG SYMBOL
CHRM/HRD
INITIALS/SIG
Secy/1004
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CHRM  
1250

(Distribution - see attached list) -2-

May 4, 1993

Questions that you may have can be directed to Robert J. Agonia at 295-1005 or Mitzi Anderson at 295-1006.

Original signed by  
~~Walter J. White~~

Linda M. Smith  
Assistant Manager  
for Administration

HRD/CHRM:BA

Enclosure:  
As stated.

IDENTICAL LETTER SENT TO ALL PERSONS  
ON ATTACHED MAILING LIST

HRD>3161.MRG  
05/04/93:D6

PLAN GUIDELINES					
STAKEHOLDER COMMENTS					
#	Stakeholder	Item	Issue	Comment Type	Comments
1	Nevada Business Services	8	Miscellaneous		Request for extension for response.
2	Raytheon	5	Funding Support	Recommendation	Additional program funding for each contractor would be appropriate. Request budget guidance.
3	State of Nevada- Job Training Office	8	Miscellaneous	Recommendation	Establish an Employee Transition Committee with agreement between DOE, Contractors, labor unions and State Job Training Office. Committee will develop a plan to provide services to the workers.
4	Thomas N. Weir & Associates	2	Notification	Suggestion	Rumors create the biggest problem by developing a lack of trust among employees and community. Start with an open door policy which will allow DOE the ability to help transition employees.
5	UNLV	8	Miscellaneous	Comment	Programs are available in Environmental Restoration/Waste Management for middle management wishing to redirect their careers.
6	Wackenhut	1	Eligibility for Benefits	Concern	Are employees who are being furloughed for two or three weeks covered under 3161?
		3	Hiring Preferences and Resume Review	Comment	Preferential hiring will be feasible with introduction of proposed DOE Job Opportunities Bulletin Board System.
		4	Relocation Assistance	Suggestion	Relocation assistance might be extended in limited amounts to non exempt employees in some cases.
		5	Funding Support	Suggestion	Working with state of Nevada, DOE and contractors can design programs to maximize employee benefits through coordination of state and federal funds.
		6	Classes of Displaced Workers	Comment	WSI supports treating employees at all sites the same regardless of funding source.
7	U.S. Department of Labor	8	Miscellaneous	Recommendation	DOE should work with Ms. Weinberg to establish an Employee Transition Committee.
8	REECo	1	Eligibility for Benefits	Concern	Does extension of benefits apply to bargaining units as it does to nonbargaining?
		2	Notification	Comment	There will be no other general notice, for example, at the 60-day point.
		3	Hiring Preference and Resume Review	Concern	Will preference of hiring be given to the most qualified employee regardless if they are a contractor?
		4	Relocation Assistance	Comment	If REECo hires an applicant from another contractor than REECo's normal relocation allocation applies. If a displaced worker is hired by another contractor, then their relocation provisions will apply.
		5	Funding Support	Request	REECo would like to have a maximum cost exposure they could incur to provide 3161 support.
		7	Establishing a Threshold of Work Force Change	Suggestion	There should be a submittal of a plan for a threshold of annual impacts over 250 employees.
9	Consumer Credit Counseling Service of Las Vegas	8	Miscellaneous	Comment	Will assist those undergoing financial stress by offering free counseling and to offer free money management education to the public.
10	Nevada Business Services	8	Miscellaneous	Suggestion	Employment changes information for each project is important to target individuals in areas which are being downsized.
11	Nevada Business Services	2	Notification	Recommendation	The more advanced notice specific individuals are given(preferably 60 day notice), the better prepared NBS will be to meet their specific needs.
		5	Funding Support	Comment	NBS has applied for additional funding of \$885,000.
		6	Classes of Displaced Workers	Concern	Establishing two classes of displaced workers could result in limitations for the Defense Conversion Adjustment Program to assist dislocated workers from the Test Site.
		8	Miscellaneous	Suggestion	NBS has contacted UNLV to conduct a survey of Test Site Workers. Request to set up E-mail system between our HR Dept. and Kelly Wuest.
12	U.S. Department of the Air Force	8	Miscellaneous	Suggestion	DofAF offers a Family Support Center for employees affected by Air Force restructuring. Program includes one-on-one counseling, commercial software for relocation, Job Fairs and educational programs.

PLAN GUIDELINES				
STAKEHOLDER COMMENTS				
#	Stakeholder	Item	Issue	Dispositions
1	Nevada Business Services	8	Miscellaneous	DOE granted an extension.
2	Raytheon	5	Funding Support	No additional funding can be made available.
3	State of Nevada- Job Training Office	8	Miscellaneous	An agreement was reached with the state on June 2.
4	Thomas N. Weir & Associates	2	Notification	An employee transition committee has been established to foster an open door policy of communication. Further, DOE will send a draft plan to the stakeholders for comment and review.
5	UNLV	8	Miscellaneous	This information will be provided to all displaced workers through the employee committees.
6	Wackenhut	1	Eligibility for Benefits	Wackenhut security officers were furloughed due to a labor/management agreement and therefore not related to 3161.
		3	Hiring Preferences and Resume Review	DOE is currently implementing the JOBS system.
		4	Relocation Assistance	DOE concurs with this statement.
		5	Funding Support	DOE concurs with this statement.
		6	Classes of Displaced Workers	In general, all DOE M&O employees are eligible for benefits under 3161.
7	U.S. Department of Labor	8	Miscellaneous	An agreement was reached with the state on June 2.
8	REECo	1	Eligibility for Benefits	Benefits under 3161 apply to all employees including bargaining and non-bargaining.
		2	Notification	DOE concurs with this statement.
		3	Hiring Preference and Resume Review	The dislocated contractor employee will always be given preference in hiring. If two dislocated contractor employees are applying for the same position, then the most qualified will get the position.
		4	Relocation Assistance	DOE concurs with this statement.
		5	Funding Support	The contractors need to furnish DOE with an estimate of costs that will be associated with providing 3161 support.
		7	Establishing a Threshold of Work Force Change	We do not concur with this action based upon the fact that congressional approval would be required and is inappropriate.
9	Consumer Credit Counseling Service of Las Vegas	8	Miscellaneous	This service will be a part of the package of services that the employee transition committee will provide.
10	Nevada Business Services	8	Miscellaneous	DOE is developing an enhanced employment tracking system.
11	Nevada Business Services	2	Notification	DOE will abide by the requirements of 3161 in giving a 120-day notice and in WARN situations a 60-day notice.
		5	Funding Support	The State of Nevada received a DOL grant for \$500,000 of which NBS will have access to a portion.
		6	Classes of Displaced Workers	In general, all DOE M&O employees are eligible for benefits under 3161.
		8	Miscellaneous	NBS, UNLV and DOE are working together to set up an employee survey. DOE information management systems is looking into an E-mail connection.
12	U.S. Department of the Air Force	8	Miscellaneous	DOE will make a request to visit the DoAF, Nellis Support Center to review their use of an employee referral system.

CONTRACTOR WORK FORCE RESTRUCTURING PLAN					
STAKEHOLDER COMMENTS					
#	Stakeholder	Item	Issue	Comment Type	Comments
1	State of Nevada Job Training Office	4.8.1-4.8.4	Language	Recommendation	Language needs to be edited to be more specific on describing the roles of the State of Nevada Job Training Office and Employment Security Department, Nevada Business Services and the Nevada State AFL-CIO Dislocated Worker Program.
		5	Additions	Recommendation	Membership of the Rapid Response Team needs to be updated. Two unions need to be added to the list.
2	Sharon Beatty HELP of Southern Nevada	4.8	Employee Support	Concern	The plan needs to discuss other employee social concerns such as stress and the need for basic necessities such as food, clothing and shelter.
3	Helen D. Meyers State of Nevada, Committee on Economic Development	4.8	Self-employment for dislocated workers	Suggestion	A lot of people are thinking about self-employment. Many individuals being laid off should consider going self-employed.



CONTRACTOR WORK FORCE RESTRUCTURING PLAN				
STAKEHOLDER COMMENTS				
#	Stakeholder	Item	Issue	Dispositions
1	State of Nevada Job Training Office	4.8.1-4.8.4	Language	The language has been updated to more accurately describe the services offered by the State of Nevada Job Training Office, Employment Security Department, Nevada Business Services and the Nevada AFL-CIO Dislocated Worker Program.
		5	Additions	The Rapid Response Team and Union members have been updated.
2	Sharon Beatty HELP of Southern Nevada	4.8	Employee Support	The contractor EAP programs will be fully utilized by the ETCs for dislocated worker support in areas of stress and basic necessities. Further, other avenues of assistance, outside of the contractors, will be sought.
3	Helen D. Meyers State of Nevada, Committee on Economic Development	4.8	Self-employment for dislocated workers	Ms. Meyers, along with other self-employment representatives, are invited to meet with the ETCs to discuss the possible alternative of self-employment.

# **Work Force Restructuring Plan**

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**Department of Energy**  
Nevada Operations Office  
Las Vegas, Nevada

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